

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

**Regular Board Meeting**

**Monday, February 25, 2019 - 7:30 p.m.**

**Tolmie Boardroom  
556 Boleskine Road**

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



**The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, February 25, 2019 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road**

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**AGENDA**

**Estimated  
Times**

**A. COMMENCEMENT OF MEETING**

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

- |             |   |           |
|-------------|---|-----------|
| 7:30-7:35pm | <b>A1. Approval of the Agenda</b>   | (p 01-06) |
| 7:35-7:45pm | <b>A2. Approval of the Minutes</b>  |           |
|             | a) Approval of the February 25, Regular Board Minutes   | (p 07-14) |
|             | <b>A3. Business arising from the Minutes</b>  |           |
|             | <b>A4. Student Achievement</b>  |           |
|             | a) Renee Pick, Principal and Sarah Winkler – View Royal Elementary School Student Achievement – the Teacher Learning connection |           |
|             | <b>A5. District Presentations</b>   |           |
| 7:45-8:20pm | <b>A6. Community Presentations</b> (5 minutes per presentation)   |           |
|             | a) Jenn Sutton, PAC Chair, South Park Family School - Boundary Review   |           |
|             | b) Louise Elkin, Teacher, South Park Family School – Boundary Review  |           |
|             | c) Sara Gossman, Parent, South Park Family School – Boundary Review   |           |
|             | d) Farheen HaQ, parent – late French Immersion  |           |
|             | e) Christine Payne, SD61 Parent – Low-Incidence Programming   |           |
|             | f) Amanda Tarling, SD61 Parent – Victor School  |           |

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

**B. CORRESPONDENCE**

- B1. Letter from the Minister of Education re Employer Health Tax** (p 15)

8:20-8:30pm

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

- a) Chair Watters – Monthly Report (p 16)
- b) VISTA Spring Conference (p 17-18)

**C2. Trustees' Reports** (2 minutes per verbal presentation)

- a) Trustee Duncan – BCSTA Update
- b) Trustee Whiteaker

8:30-8:50pm

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

- a) Minutes from the February 4, 2019 meeting – Information only (p 19-23)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the February 4, 2019 Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a report to Ed Policy and Directions Committee at the next meeting on March 4<sup>th</sup>, 2019, that clarifies; a) which district programs have been closed; b) which are still open; c) the 2019-2020 future of any district program still open; d) if a program has been described as “repurposed,” the meaning of “repurposed” for any district program that has been described as “repurposed”; e) the District response to parents from the Arbutus program or any other program who have requested, in public or otherwise, that it remain open; f) an update on shifts in high school special support blocks, for example, Spectrum has decreased from 3/4 blocks to 2/4 blocks; g) a statement on the future of Challenge programs.
- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to hire an independent auditor to review district privacy practices effecting students, staff and student learning, and to provide recommendations to the Board of Education.

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- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to maintain the program at Arbutus Global Middle School that serves students with “low incidence” designations, with current staffing levels and in the current classroom space, and that it not be closed except by Board vote preceded by full stakeholder consultation.
- iv) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to explore, through consultation with parents, a workable solution to the issue of moving Late French Immersion from Central Middle School.
- v) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to establish and document a process for undertaking a review of Late French Immersion programming that takes into account the current Ministry of Education policy on French Immersion programs and that includes a consultation process which involves relevant stakeholders prior to implementing a change to the program, in line with Policy 1163 - *Consultation*.

8:50-9:20pm

**D2. Operations Policy and Planning Committee**

- a) Minutes from the February 11, 2019 meeting – Information only (p 24-31)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the February 11, 2019 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the posting of the following 2019/2020 school calendar on the School District’s website for a period of one month: (p 32)
- | 2019/2020 School Calendar*                        |               |
|---|---------------|
| School Opening 2019                               | September 3,  |
| First non-instructional day 2019                  | September 23, |
| Thanksgiving 2019                                 | October 14,   |
| Second non-instructional day 2019 (Province wide) | October 25,   |
| Remembrance Day 2019                              | November 11,  |
| Third non-instructional day                       | November 22,  |

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2019	
Schools close for Winter vacation	December 20,
2019	
Schools re-open after Winter vacation	January 6,
2020	
Fourth non-instructional day	February 14,
2020	
Family Day	February 17,
2020	
Schools close for Spring vacation	March 13, 2020
Schools re-open after Spring vacation	March 30,
2020	
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Fifth non-instructional day	May 15, 2020
Victoria Day	May 18, 2020
Administrative Day and School Closing	June 26, 2020

\*Sixth non-instructional day to be chosen by each school

- ii) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2018/2019 Amended Annual Budget Bylaw at the meeting of February 25, 2019. (p 33-55)
- iii) That the Board of Education of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2018/2019 in the amount of \$253,958,589 be:
- Read a first time the 25th day of February, 2019;  
 Read a second time the 25th day of February, 2019;  
 Read a third time, passed and adopted the 25th day of February, 2019;
- And that the Chairperson and the Secretary-Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.
- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve the new Policy 6163.7 *Classroom Pets* and accept the new Regulation 6163.7 *Classroom Pets*. (p 56-62)
- v) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1421 *Naming School Sites* and accept revised Regulation 1421 *Naming School Sites* as reviewed. (p 63-64)
- vi) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to include alternatives for the Victor School catchment in the revisions and phase three of the boundary review consultation including consultation with the Victor School community.

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- vii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to bring forward a policy outlining the process, criteria and timelines for the Superintendent and Board evaluations.
- viii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to identify options for updating the Strategic Plan including costs, timelines and processes, and present this preliminary information and recommendations to the Board in May 2019.
- ix) That the Board of Education of School District No. 61 (Greater Victoria) allow the programming at Burnside to be called SJ/Burnside.
- x) That the Board of Education of School District No. 61 (Greater Victoria) approve Lambrick Park Secondary School to conduct a feasibility study and to reach out to potential partners for the Lambrick Park Fieldhouse Project at no cost to the District.

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

9:20-9:30pm

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

- a) Monthly Report (p 65)

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

- b) Trustee Questions (p 66)

- i) Trustee Painter – School – based mental health grants

9:30-9:35pm

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

- a) Monthly Report (p 67)

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

9:35-9:50pm

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

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

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9:50-10:00pm **H. NEW BUSINESS/NOTICE OF MOTIONS**

**H1. New Business**

a) Trustee Watters – Arbutus Global Middle School – Low Incidence Program

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop an interim plan in consultation with Arbutus Global Middle School staff, parents and students to enable a cohort of 8-10 students, in or out of catchment, with a designation of low incidence to continue to access programming at Arbutus for the 2019-2020 school year.

**H2. Notice of Motions**

**I. ADJOURNMENT**

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**The Board of Education of School District No. 61 (Greater Victoria)  
January 28, 2019 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

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**MINUTES**

**Present:**

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

**Regrets:**

Trustee Elaine Leonard

**Administration:**

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

The meeting was called to order at 7:41 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.

Introductions were made around the Board table.

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Ferris and seconded:

That the January 28, 2019 Agenda be approved with the following addition:

**H1. New Business**

e) Trustee Whiteaker – SJ/Burnside Naming

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

a) It was moved by Trustee Ferris and seconded:

That the December 17, 2018 Regular Board Minutes be approved.

**Motion Carried Unanimously**

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



**A4. Student Achievement**

- a) Rob Parker, Principal and Aaron Maxwell Vice-Principal from Ecole Arbutus Global Middle School, attended the board meeting and made a presentation for Trustees entitled “Celebrating Diversity; Seeking Sustainability.”

Chair Watters thanked Mr. Parker and Mr. Maxwell for attending the board meeting and presenting to Trustees.

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

- a) Audrey Smith, VCPAC President, attended the Board meeting to speak to Trustees about inclusive learning and the process of community consultation prior to making changes to district programs.
- b) Mindy Atwood, attended the Board meeting on behalf of VCPAC, to speak to Trustees about inclusive learning and the proposed changes to district programs.
- c) Christine Payne, a SD61 parent, attended the Board meeting to speak to Trustees about inclusive learning and the continuation of programs in the district.

**A7. Board Elections – Vice-Chair**

Chair Watters advised Trustees that Vice-Chair McNally stepped down from the position of Vice-Chair on January 9, 2019 and turned the meeting over to Secretary-Treasurer Walsh to conduct the vote for a new Vice-Chair. Secretary-Treasurer Walsh called for nominations for the position of Vice-Chair of the Board of Education for a term ending in November 2019. Nominations were received for Trustees Duncan, Ferris and Whiteaker. Trustees Ferris and Whiteaker accepted the nomination. Trustee Duncan declined the nomination. A ballot vote was taken and Trustee Whiteaker was declared the new Vice-Chair of the Board of Education.

It was moved by Trustee Painter and seconded:

That the ballots be destroyed.

**Motion Carried Unanimously**

**B. CORRESPONDENCE****B1. Letter from the Township of Esquimalt re School Liaison Officers**

A letter from the Township of Esquimalt was received for information purposes.

**B2. Letter from Victoria Police Department re School Liaison Officers**

A letter from the Victoria Police Department was received for information purposes.

**B3. Letter from Ministry of Education re 2019 Premier's Awards**

A from the Ministry of Education was received for information purposes.

**B4. Letter from the G.V. Principals' and Vice-Principals' Association**

A letter from the Greater Victoria Principals' and Vice-Principals' Association was received for information purposes.

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

Chair Watters provided a written report and highlighted various meetings and activities over the past month.

**C2. Trustees' Reports**

- a) Trustee Duncan provided a written report as the Board representative to BCSTA and reminded Trustees that February 14, 2019 is the deadline to submit motions for the BCSTA AGM.
- b) Trustee McNally provided a written report of her activities over the past month and provided highlights of her professional development.
- c) Trustee Whiteaker provided a written report of her activities over the past month and advised that the funding application has been submitted with respect to the Esquimalt High School turf field project.

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

- a) The minutes from the January 7, 2019 meeting were received for information.
- b) Chair Duncan referred to the Education Policy and Direction Committee meeting minutes and presented the following recommended motion:

It was moved by Trustee Duncan and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) accept the report and recommendations of the Middle School Review Ad Hoc Committee and conclude the committee.

**Motion Carried Unanimously**

**D2. Operations Policy and Planning Committee - None****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) Boundary Review Consultation Process

Secretary-Treasurer Walsh presented to Trustees a full overview of the boundary review consultation process to date and discussed what the next steps would be. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh and Associate Superintendent Roberts.

It was moved by Trustee Ferris and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to begin the next phase of the boundary review consultation process.

**Motion Carried Unanimously**

## c) Board Authority Authorized (BAA) Courses

It was moved by Trustee Painter and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the following Board/Authority Authorized courses: Auto Body 11A, Auto Body 11B, Auto Body 12A, Auto Body 12B, Automotive Service and Repair 11, Automotive Service & Repair 12, Aviation Fabrication 12, Aviation Systems and Design 12, Design and Innovation 11, Design and Innovation 12, ELL Learning Strategies 10, Gender and Sexuality in Society 12, Icons through Art History 12, Indigenous Theatre and Leadership 11, Introduction to Aviation 12, Introduction to Hairstylist 10, Yoga for Mindfulness 10, and Yoga for Mindfulness 12.

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

It was moved by Trustee McNally and seconded:

That the motion, "*That the Board of Education of School District No. 61 (Greater Victoria) approve the following Board/Authority Authorized courses: Auto Body 11A, Auto Body 11B, Auto Body 12A, Auto Body 12B, Automotive Service and Repair 11, Automotive Service & Repair 12, Aviation Fabrication 12, Aviation Systems and Design 12, Design and Innovation 11, Design and Innovation 12, ELL Learning Strategies 10, Gender and Sexuality in Society 12, Icons through Art History 12, Indigenous Theatre and Leadership 11, Introduction to Aviation 12, Introduction to Hairstylist 10, Yoga for Mindfulness 10, and Yoga for Mindfulness 12*" be amended to split the motion into two motions with the first motion ending at Design and Innovation 12.

**Motion Defeated**

For: Trustee McNally

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

Chair Watters called for the vote on the main motion.

It was moved by Trustee Painter and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the following Board/Authority Authorized courses: Auto Body 11A, Auto Body 11B, Auto Body 12A, Auto Body 12B, Automotive Service and Repair 11, Automotive Service & Repair 12, Aviation Fabrication 12, Aviation Systems and Design 12, Design and Innovation 11, Design and Innovation 12, ELL Learning Strategies 10, Gender and Sexuality in Society 12, Icons through Art History 12, Indigenous Theatre and Leadership 11, Introduction to Aviation 12, Introduction to Hairstylist 10, Yoga for Mindfulness 10, and Yoga for Mindfulness 12.

**Motion Carried**

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

Abstain: Trustee McNally

d) Trustee Questions

Superintendent Green and Secretary-Treasurer Walsh responded to Trustee questions regarding procedures for water testing at schools, naming of SJ Willis at Burnside and carbon monoxide monitoring in schools.

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

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

It was moved by Trustee Ferris 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** - None

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

**H1. New Business**

**a) Trustee McNally – Board Governance Policies**

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) task the Policy Advisory Committee with development of Governance Policies for the Board, beginning with the role of the Chair, role of Trustees, and role of the Board.

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) task the Policy Advisory Committee with development of Governance Policies for the Board, beginning with the role of the Chair, role of Trustees, and role of the Board*" be amended to include the word "*Vice-Chair*" after chair.

**Motion Carried Unanimously**

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

That the Board of Education of School District No. 61 (Greater Victoria) task the Policy Advisory Committee with development of Governance Policies for the Board, beginning with the role of the Chair, Vice-Chair, role of Trustees, and role of the Board.

**Motion Carried Unanimously**

**b) Trustee McNally – Report re District Programs**

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 provide a report to the Education Policy and Directions Committee on February 4, 2019, that clarifies a) which District programs have been closed, b) which are still open, c) the 2019-2020 future of any district program still open, d) if a program has been described as "repurposed", the meaning of "repurposed" for any District program that has been described as "repurposed", e) the District response to parents from the Arbutus program or any other program who have requested in public or otherwise that it remain open, f) an update on shifts in high school special support blocks [For example, Spectrum has decreased from 3/4 blocks to 2/4 blocks], g) a statement on the future of Challenge programs.

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

It was moved by Trustee Painter and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a report to the Education Policy and Directions Committee on February 4, 2019, that clarifies a) which District programs have been closed, b) which are still open, c) the 2019-2020 future of any district program still open, d) if a program has been described as "repurposed", the meaning of "repurposed" for any District program that has been described as "repurposed", e) the District response to parents from the Arbutus program or any other program who have requested in public or otherwise that it remain open, f) an update on shifts in high school special support blocks [For example, Spectrum has decreased from 3/4 blocks to 2/4 blocks], g) a statement on the future of Challenge programs*" be referred to the February 4, 2019 Education Policy and Directions Committee Meeting.

**Motion Carried**

For: Trustees Painter, Paynter, Ferris, Hentze, Whiteaker and Watters

Against: Trustee McNally

Abstain: Trustee Duncan

**c) Trustee Duncan – Trustee Learning Session**

Trustee Duncan presented her motion and provided a rationale.

It was moved by Trustee Duncan and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to instruct staff to make the necessary arrangements for a further Trustee learning session to be provided by the Office of the Ombudsperson on administrative fairness in decision making and complaints handling with attendance open to Trustees and the Senior Leadership team.

Discussion ensued amongst the Trustees with a recommendation being made to amend this 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 Superintendent of Schools to instruct staff to make the*

*necessary arrangements for a further Trustee learning session to be provided by the Office of the Ombudsperson on administrative fairness in decision making and complaints handling with attendance open to Trustees and the Senior Leadership team” be amended to add the words “within the next year”.*

**Motion Carried**

For: Trustees Whiteaker, Ferris, Painter, Hentze and Watters

Against: Trustee Duncan, Paynter and McNally

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 Superintendent of Schools to instruct staff to make the necessary arrangements for a further Trustee learning session to be provided by the Office of the Ombudsperson on administrative fairness in decision making and complaints handling with attendance open to Trustees and the Senior Leadership team within the next year.

**Motion Carried Unanimously**

#### **d) Trustee Duncan – District Privacy Practices**

Trustee Duncan presented her motion and provided a rationale.

It was moved by Trustee Duncan and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish an Ad Hoc Committee to review District privacy practices effecting students and student learning and to provide recommendations to the Board of Education. The Ad Hoc Committee shall be known as the Privacy Review Ad Hoc Committee and will operate with the following Terms of Reference (TOR).

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

It was moved by Trustee McNally and seconded:

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish an Ad Hoc Committee to review District privacy practices effecting students and student learning and to provide recommendations to the Board of Education. The Ad Hoc Committee shall be known as the Privacy Review Ad Hoc Committee and will operate with the following Terms of Reference (TOR)*” be amended to delete the words “and will operate with the following Terms of Reference (TOR).”

**Motion Carried Unanimously**

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

It was moved by Trustee Ferris and seconded:

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish an Ad Hoc Committee to review District privacy practices effecting students and student learning and to provide recommendations to the Board of Education. The Ad Hoc Committee shall be known as the Privacy Review Ad Hoc Committee*” be referred to a future Education Policy and Directions Committee meeting.

**Motion Carried**

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

Against: Trustee Duncan

**e) Trustee Whiteaker – SJ/Burnside Naming Rights**

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) allow the programming at Burnside to be called SJ/Burnside.

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

It was moved by Trustee Painter and seconded:

That the motion “That the Board of Education of School District No. 61 (Greater Victoria) allow the programming at Burnside to be called SJ/Burnside” be referred to the February 11, 2019 Operations Policy and Planning Committee meeting.

**Motion Defeated**

For: Trustees Painter, Paynter, Ferris and Watters

Against: Trustees Hentze, Duncan, McNally and Whiteaker

Chair Watters called for the vote on the main motion.

That the Board of Education of School District No. 61 (Greater Victoria) allow the programming at Burnside to be called SJ/Burnside.

**Motion Defeated**

For: Trustees Whiteaker and Hentze

Against: Trustees Ferris, Painter, Paynter, Watters, Duncan

Abstain: Trustee 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 9:57 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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



February 5, 2019

Ref: 207074

Jordan Watters, Chair  
Board of Education  
School District No. 61 (Greater Victoria)  
**Email: [jwatters@sd61.bc.ca](mailto:jwatters@sd61.bc.ca)**

Dear Ms. Watters:

Thank you for your letter of December 21, 2018, regarding the financial impact of the implementation of the Employer Health Tax (EHT).

Government has committed to providing funding that ensures public services will not be impacted by the introduction of the EHT. The Ministry of Education has brought forward its analysis on the impact of the EHT through to the *Budget 2019* process. I expect to be able to communicate the result of that process as part of *Budget 2019*, which will be released on February 19, 2019.

If you have any questions please contact Reg Bawa, Assistant Deputy Minister, Resource Management, by email at [Reg.Bawa@gov.bc.ca](mailto:Reg.Bawa@gov.bc.ca)

Again, thank you for writing.

Sincerely,

Rob Fleming  
Minister

pc: Shelley Green, Superintendent of Schools



School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Chair: Jordan Watters Vice-Chair: Ann Whiteaker*

*Trustees: Nicole Duncan, Tom Ferris, Angie Hentze,  
Elaine Leonard, Diane McNally, Ryan Painter, Rob Paynter*

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**TO:** Board of Education  
**FROM:** Jordan Watters, Board Chair  
**RE:** **Chair's Report**  
**DATE:** February 22, 2019

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### **Highlights from the Chair**

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

- ❖ BCSTA Joint Liaison Day with the MOE, Superintendent and Secretary Treasurers, February 22, 2019

### **Initiatives**

Feb 12, 2019 I wrote to the Victoria Regional Transit Commission on behalf of the Board in support of the collaborative planning underway with Songhees and Esquimalt Nations for a pilot program for a new product that would provide a universal bus pass for all secondary school students that live on the Esquimalt and Songhees Nations. The pass would apply to slightly less than 70 First Nations students in grades 9-12 that attend mainly Esquimalt High, Spectrum, and Vic High. This opportunity is the result of an initiative of the Federal and Provincial governments and the First Nations Education Steering Committee.

### **Professional Development**

This February I have been focusing my professional development around governance and I have just begun to read *The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence* by Jim Brown. I have also been revisiting Robert's Rules of Order in anticipation of our upcoming Good Governance session with Parliamentarian and Langley Board Chair Megan Dykeman.

*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.*

*One Learning Community*

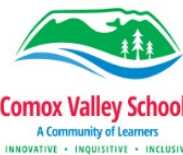


**SPRING 2018 VISTA BUSINESS MEETING**

**Saturday, March 2, 2019**

**1:00 p.m.**

**Crown Isle Resort**



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**AGENDA**

- 1. Welcome and Call to Order**
- 2. Acknowledgement of Traditional Territory**
- 3. Approval of Agenda**
- 4. Approval of VISTA Business Meeting Minutes – November 30, 2018 (*Appendix A*)**
- 5. Reports**
  - a. President's Reports (Eve Flynn)
    - Financial Update
  - b. Professional Learning Committee (Pam Craig)
  - c. Indigenous Education Committee Report (Cyndi Gerlach)
  - d. BC Ministry of Education Mental Health Conference Feb. 4-5 (Margot Swindburnson)
    - BCSCMHC Conference Notes – Jan. 19, 2019 (*Appendix B-FYI*)
  - e. BCSTA Branch Update (Val Adrian)
- 6. District Round Table (*Please identify one spokesperson for your District*)**
  - a. Committees and Memberships – Internal and External
  - b. Special Needs Children – Inclusion/Pull Out/Late Start/Early Dismissal
  - c. Report on Local Bargaining Teams for CUPE/BCTF
  - d. Child Care Expenses – Do you provide for trustees?
  - e. Student Voice on the Board
- 7. Motions to BCSTA AGM – April 2019 from SD61 (Greater Victoria)**
  - a. **Amendment to Bylaw 2 (a)**

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.

**b. Modification of BCSTA Internal Legislation (*Bylaw 11.h.*)**

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 (*Bylaw 11.h.*) 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 (Bylaws) be written to establish a process whereby BCSTA Branches (8) each elect a member to represent that Branch on the Indigenous Education Committee.

**c. Other District(s) Motions?**

**8. Upcoming Events**

- a. BCSTA Leadership Series – Various Locations
- b. VISTA AGM at BCSTA AGM: April 26-29, 2019
- c. VISTA Fall 2019 Conference: October 25-26, 2019 Host SD70 (Alberni Valley)

**9. Adjournment**



**Education Policy and Directions Committee  
February 4<sup>th</sup>, 2019 – Tolmie Board Room**

**MINUTES**

**Committee Members Present:** Nicole Duncan - Chair, Tom Ferris, Diane McNally, Ryan Painter (via Conference Call)

**Other Trustees Present:** Angie Hentze, Rob Paynter, Jordan Watters

**ADMINISTRATION:** Shelley Green - Superintendent, Deb Whitten - Deputy Superintendent, Greg Kitchen - Associate Superintendent, Colin Roberts - Associate Superintendent, Louise Sheffer, Director - Learning Team, Lindsay Johnson, District Vice Principal - Pathways and Partnerships, Bonnie Alexander, Teacher - Pathways and Partnerships, Don Cameron, District - Youth Worker and Trades Coordinator - Pathways & Partnerships, Ilda Turcotte, GVTA Representative, Elaine Dolan - VPVPA Representative, Jane Massy - CUPE 947 Representative, Audrey Smith - VCPAC President, Paul Knapik - CUPE 382 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 Ferris*

That the February 4<sup>th</sup>, 2019 Education Policy and Directions agenda be approved with the addition of C9 - Motion by Trustee McNally - Victor School Space.

**Motion Carried Unanimously**

**A2. APPROVAL OF THE MINUTES**

*It was moved by Trustee Ferris*

That the January 7<sup>th</sup>, 2019 Education Policy and Directions Committee meeting Minutes be approved as amended.

**Motion Carried Unanimously**

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

**B. PRESENTATIONS TO THE COMMITTEE**

- a) Marcus Pollard, Victor School parent, made a presentation to the Committee with regard to the new school boundary/catchment review which may affect Victor School. Trustees asked questions for clarification. Stakeholders also provided comments and asked questions.  
Chair Duncan thanked Mr. Pollard for his presentation.

## C. NEW BUSINESS

### C1. Introduction of Student Representative

Superintendent Shelley Green introduced and welcomed Student Representative, Juhi Bhathalla from Esquimalt Secondary to the Ed Policy Committee.

### C2. Pathways and Partnerships Annual Report / K-12 Activities

Associate Superintendent, Greg Kitchen, introduced the Pathways and Partnership team of Lindsay Johnson, Bonnie Alexander and Don Cameron. Ms. Johnson, Ms. Alexander and Mr. Cameron provided highlights of a PowerPoint presentation in regard to the goals and the plan for implementing support for the Careers Curriculum K -12. Presentation highlights also focused on past and current courses and programs available to district students, aided by collaborative partnerships with the Ministry of Education and community and trade industry connections.

Trustees and stakeholders provided feedback and asked questions of clarification  
Chair Duncan thanked the Pathways and Partnership team for their informative presentation.

### C3. Report on District Programs

Trustees McNally provided an explanation and rationale for her motion.

*It was moved by Trustee McNally:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a report to the Board at the next Board meeting on February 25<sup>th</sup>, 2019, that clarifies; a) which district programs have been closed; b) which are still open; c) the 2019-2020 future of any district program still open; d) if a program has been described as “repurposed,” the meaning of “repurposed” for any district program that has been described as “repurposed”; e) the District response to parents from the Arbutus program or any other program who have requested, in public or otherwise, that it remain open; f) an update on shifts in high school special support blocks, for example, Spectrum has decreased from 3/4 blocks to 2/4 blocks; g) a statement on the future of Challenge programs.

Trustees discussed the motion. Trustee Watters proposed an amendment to the motion:

*It was moved by Trustee Watters:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a report to the **Board Ed Policy and Directions Committee** at the next ~~Board~~ meeting on ~~February 25<sup>th</sup>, 2019~~ **March 4<sup>th</sup>, 2019**, that clarifies; a) which district programs have been closed; b) which are still open; c) the 2019-2020 future of any district program still open; d) if a program has been described as “repurposed,” the meaning of “repurposed” for any district program that has been described as “repurposed”; e) the District response to parents from the Arbutus program or any other program who have requested, in public or otherwise, that it remain open; f) an update on shifts in high school special support blocks, for example, Spectrum has decreased from 3/4 blocks to 2/4 blocks; g) a statement on the future of Challenge programs.

Trustees discussed the main motion as amended.  
Chair Duncan called for a vote on the main motion as amended.

*It was moved by Trustee Duncan:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a report to Ed Policy and Directions Committee at the next meeting on March 4<sup>th</sup>, 2019, that clarifies; a) which district programs have been closed; b) which are still open; c) the 2019-2020 future of any district program still open; d) if a program has been described as “repurposed,” the meaning of “repurposed” for any district program that has been described as “repurposed”; e) the District response to parents from the Arbutus program or any other program who have requested, in public or otherwise, that it remain open; f) an update on shifts in high school special support blocks, for example, Spectrum has decreased from 3/4 blocks to 2/4 blocks; g) a statement on the future of Challenge programs.

**Motion Carried**

For: Trustees Duncan, Ferris and McNally  
Against: Trustees Painter and Watters

#### **C4. Report on District Privacy Practices**

Trustee Ferris chaired the meeting so that Chair Duncan could present her motion. Trustee Duncan provided an explanation and rationale for the motion.

*It was moved by Trustee Watters:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish an Ad Hoc Committee to review district privacy practices effecting students and student learning, and to provide recommendations to the Board of Education. The Ad Hoc Committee shall be known as the Privacy Review Ad Hoc Committee

Trustee Watters proposed an amendment to the motion:

*It was moved by Trustee Watters:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ~~establish an Ad Hoc Committee~~ **hire an independent auditor** to review district privacy practices effecting students, and student learning, and to provide recommendations to the Board of Education. ~~The Ad Hoc Committee shall be known as the Privacy Review Ad Hoc Committee~~

A second amendment was proposed to the amended main motion:

*It was moved by Trustee Whiteaker:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ~~establish an Ad Hoc Committee~~ hire an independent auditor to review district privacy practices effecting students, **staff** and student learning, and to provide recommendations to the Board of Education. ~~The Ad Hoc Committee shall be known as the Privacy Review Ad Hoc Committee~~

Trustees discussed the amended amendment of the main motion. Chair Ferris called for a vote on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to hire an independent auditor to review district privacy

practices effecting students, staff and student learning, and to provide recommendations to the Board of Education.

**Motion Carried Unanimously**

#### **C5. Low Incidence Program at Arbutus Global Middle School**

Trustees McNally provided an explanation and rationale for the motion.

Trustees discussion the motion.

*It was moved by Trustee McNally:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to maintain the program at Arbutus Global Middle School that serves students with “low incidence” designations, with current staffing levels and in the current classroom space, and that it not be closed except by Board vote preceded by full stakeholder consultation.

**Motion Carried**

For: Trustees Duncan, McNally and Painter

Against: Trustees Ferris and Watters

#### **C6. District Programs**

Via conference call, Trustee Painter explained that he would like to withdraw this motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately update the Board on the current status of District Programs with specific focus on low incidence and behavioural programs and how these programs have changed since the 2016-17 school year and what the future plans are in this regard. Furthermore, to direct the Superintendent to consult with parents and stakeholders before future programs or supports are changed.

**Motion Withdrawn**

#### **C7. Late French Immersion at Central School**

Trustees Painter provided an explanation and rationale for his motion via conference call. Trustees discussed the motion. Stakeholders also asked questions and provided comments.

*It was moved by Trustee McNally:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to explore, through consultation with parents, a workable solution to the issue of moving Late French Immersion from Central Middle School.

**Motion Carried**

For: Trustees Duncan, McNally, Painter and Watters

Against: Trustees Ferris

#### **C8. Late French Immersion**

Trustee Ferris chaired the meeting so that Chair Duncan could present her motion. Trustee Duncan provided an explanation and rationale for the motion.

Trustees and stakeholders provided comments and asked questions.

Chair Ferris called for a vote on the motion.

It was moved by Trustee Duncan:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish and document a process for undertaking a review of Late French Immersion programming that takes into account the current Ministry of Education policy on French Immersion programs and that includes a consultation process which involves relevant stakeholders prior to implementing a change to the program, in line with Policy 1163 - *Consultation*.

**Motion Carried**

For: Trustees Duncan, McNally, Painter and Watters

Abstained: Trustee Ferris

#### **C9. Victor School Space**

Trustee McNally provided an explanation and rationale for her motion.

Trustees and stakeholders provided comments and asked questions.

Chair Duncan called for a vote on the motion.

*It was moved by Trustee McNally:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to retain the current spaces and current staffing ratios at Victor School for the use of the students currently enrolled in the Victor School education program; that the program be open to new student intake, and that the program remain in place and operational as an ongoing placement option, as per Policy 5148 - *Alternatives to the Integrated Classroom*; and that any proposal change and related planning in regard to the program operation or the program physical situation be made only after adherences to Policy 1163 - *Consultation*, and only with the informed approval of the Board.

**Motion Defeated**

For: Trustees Duncan, McNally

Against: Trustees Ferris and Painter

Abstained: Trustee Watters

#### **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 10:40 p.m.





**Operations Policy and Planning Committee Meeting  
February 19, 2019 – Tolmie Boardroom**

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**REGULAR MINUTES**

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

**Other Trustees Present:** Nicole Duncan; 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

The meeting was called to order at 7:15 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 Whiteaker:

That the February 19, 2019 regular agenda be amended to move agenda item 10. New Business, H. Victor School to follow agenda item 10. New Business, A. Trustee Questions. <b>Motion to Amend Carried Unanimously</b>
---

It was moved by Trustee Whiteaker:

That the February 19, 2019 regular agenda be amended to refer agenda items 10. New Business, C. Arbutus Low-Incidence Programming and 10. New Business, E. Inclusive Learning Environments to the next Education Policy and Directions Committee meeting. <b>Motion to Amend Carried</b>
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For: Trustees Hentze, Leonard, Paynter, and Whiteaker

Against: Trustee Watters

It was moved by Trustee Whiteaker:

That the February 19, 2019 regular agenda as amended be approved. <b>Motion Carried</b>
--

For: Trustees Hentze, Leonard, Paynter, and Whiteaker

Against: Trustee Watters

## **2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard:

That the December 10, 2018 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

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

## **4. PRESENTATIONS TO THE COMMITTEE**

### **A. Boundary Review – Kristil Hammer**

Kristil Hammer, South Park Family School parent, spoke in favour of retaining South Park as a school of choice.

### **B. Boundary Review – Jenn Sutton**

Jenn Sutton, South Park Family School parent, spoke in favour of retaining South Park as a school of choice.

### **C. Boundary Review – Louisa Elkin**

Louisa Elkin, South Park Family School teacher, spoke in favour of retaining South Park as a school of choice.

### **D. Boundary Review – Kathryn Kwasnica**

Kathryn Kwasnica, Cloverdale Traditional School parent, spoke in favour of retaining Cloverdale as a school of choice.

### **E. Cloverdale Traditional School – Bill Massey**

Bill Massey, Cloverdale Traditional School parent, spoke in favour of retaining Cloverdale as a school of choice.

### **F. Cloverdale Traditional School – Karen Grigolato**

Karen Grigolato, Cloverdale Traditional School parent, spoke in favour of retaining Cloverdale as a school of choice.

### **G. Cloverdale Traditional School – Tara Zala**

Tara Zala, Cloverdale Traditional School parent, spoke in favour of retaining Cloverdale as a school of choice.

### **H. Victor School – Cathy Nash**

Cathy Nash, Victor School parent, requested Victor be removed from the boundary review process.

### **I. Boundary Review – Heather Stober**

Heather Stober, Quadra Elementary School parent, encouraged Trustees to alleviate over-capacity issues in all schools.

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

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

Superintendent Green welcomed Pascal Grenier, student representative from Victoria High School.

## B. Boundary Review Update

Colin Roberts, Associate Superintendent, presented the committee with an update on the Boundary Review process. Mr. Roberts advised that the District is currently in the second phase of the review process in which public consultation is sought. It was confirmed that the deadline for public feedback would be extended due to recent snow closures.

Secretary-Treasurer Walsh advised that the feedback received from the community will be compiled and shared out in early April 2019. Further consultation is expected with a final decision to be made by the Board in May 2019.

## C. School Calendar 2019-2020

Greg Kitchen, Associate Superintendent, presented the committee with the proposed 2019-2020 school calendar. Mr. Kitchen advised that the proposed school calendar will be posted on the District website for 30 days for public feedback.

It was moved Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2019/2020 school calendar on the School District's website for a period of one month:

### 2019/2020 School Calendar\*

School Opening	September 3, 2019
First non-instructional day	September 23, 2019
Thanksgiving	October 14, 2019
Second non-instructional day	October 25, 2019 (Province wide)
Remembrance Day	November 11, 2019
Third non-instructional day	November 22, 2019
Schools close for Winter vacation	December 20, 2019
Schools re-open after Winter vacation	January 6, 2020
Fourth non-instructional day	February 14, 2020
Family Day	February 17, 2020
Schools close for Spring vacation	March 13, 2020
Schools re-open after Spring vacation	March 30, 2020
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Fifth non-instructional day	May 15, 2020
Victoria Day	May 18, 2020
Administrative Day and School Closing	June 26, 2020

\*Sixth non-instructional day to be chosen by each school

**Motion Carried Unanimously**

## 6. PERSONNEL ITEMS – None

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

### **A. 2018-2019 Amended Annual Budget**

Secretary-Treasurer Walsh provided an overview of the 2018-2019 amended annual budget and noted that the amended annual budget takes into account both the revenues and the expenses arising from the actual September 30, 2018 enrolment counts, all grant amounts confirmed subsequent to the approval of the annual budget and amounts carried forward from the previous fiscal year that will be spent in the current year. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

The Committee supported that the following motions be brought forward to the February 25, 2019 Board of Education meeting:

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

Motion to be Carried Unanimously

That the Board of Education of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2018/2019 in the amount of \$253,958,589 be:

Read a first time the 25th day of February, 2019;

Read a second time the 25th day of February, 2019;

Read a third time, passed and adopted the 25th day of February, 2019;

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

### **B. 2019-2020 Partner Group Budget Input**

Katrina Stride, Associate Secretary-Treasurer, presented the Committee with the responses received from the second budget input request made to Parent Advisory Councils and Education Partner Groups. Ms. Stride advised that all of the responses received will be summarized into one document and a scattergram of common themes will be created and posted on the District website.

### **C. Policy Sub-Committee**

- i) Secretary-Treasurer Walsh advised the Committee that stakeholder feedback has now been incorporated into Policy 6163.7 *Classroom Pets* and its associated regulation.

Discussion ensued and an amendment was proposed.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 6163.7 *Classroom Pets* to add section 3.2.3 "During any emergency drill or evacuation".

**Motion to Amend Defeated Unanimously**

Chair Paynter called the question on the main motion.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) approve the new Policy 6163.7 *Classroom Pets* and accept the new Regulation 6163.7 *Classroom Pets*.

**Motion Carried Unanimously**

- ii) Secretary-Treasurer Walsh advised the Committee that the Policy and Regulation 1421 *Naming School Sites* have been updated to conform to the Province's Naming Privileges Policy.

It was moved by Trustee Whiteaker:

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

**Motion Carried Unanimously**

## **8. FACILITIES PLANNING**

### **A. Carbon Monoxide Detection**

Secretary-Treasurer Walsh provided the Committee with information regarding the installation of carbon monoxide detectors in schools in 2019-2020 using Annual Facilities Grant (AFG) funding.

### **B. Marigold-Spectrum Landscape Initiative**

Secretary-Treasurer Walsh updated the Committee on the consultation process and proposed landscaping plan for the Marigold Elementary School and Spectrum Secondary School sites as a result of the McKenzie Interchange project. Feedback from students attending both schools is anticipated by the end of March 2019.

### **C. Community Consultation – Childcare Spaces**

Secretary-Treasurer Walsh updated the Committee on the consultation process to determine the location and parking for Ministry of Children and Family Development funded childcare facilities on school sites. Secretary-Treasurer Walsh provided a list of the dates and locations of upcoming information sessions to be held at impacted schools.

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

## 10. NEW BUSINESS

### A. Trustee Questions – None

### B. Victor School - Trustee Painter

Trustee Painter presented his rationale.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to remove Victor School from consideration as part of the catchment boundary review.

Discussion ensued amongst Trustees and a motion to refer was proposed.

It was moved by Trustee Leonard:

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to remove Victor School from consideration as part of the catchment boundary review.", be referred to the Special Board meeting planned for early April 2019.

**Motion to Refer Defeated**

For: Trustee Leonard

Against: Trustees Hentze, Paynter, and Whiteaker

Abstain: Trustee Watters

Further discussion ensued and a motion to amend was proposed.

It was moved by Trustee Whiteaker:

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to remove Victor School from consideration as part of the catchment boundary review.", be amended by substitution of the following motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to include alternatives for the Victor School catchment in the revisions and phase three of the boundary review consultation including consultation with the Victor School community."

Trustee Painter raised a Point of Order that the proposed amendment was not germane to the main motion. Chair Paynter ruled that the point was not well-taken as the amendment related to the same subject as the main motion.

Chair Paynter called for a vote on the amendment to the main motion.

It was moved by Trustee Whiteaker:

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to remove Victor School from consideration as part of the catchment boundary review.", be amended by substitution of the following motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to include alternatives for the Victor School catchment in the revisions and phase three of the boundary review consultation including consultation with the Victor School community."

**Motion to Amend Carried**

For: Trustees Hentze, Watters, and Whiteaker

Against: Trustees Leonard and Paynter

Chair Paynter called for a vote on the main motion as amended.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to include alternatives for the Victor School catchment in the revisions and phase three of the boundary review consultation including consultation with the Victor School community.

**Motion Carried**

### **C. Superintendent and Board Evaluations - Trustee Watters**

Trustee Watters presented her motion and rationale.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to bring forward a policy outlining the process, criteria and timelines for the Superintendent and Board evaluations.

Discussion ensued amongst Trustees and an amendment was proposed.

It was moved by Trustee McNally:

That the word "Superintendent" be replaced by the words "Policy Sub-Committee" in the motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to bring forward a policy outlining the process, criteria and timelines for the Superintendent and Board evaluations."

**Motion to Amend Carried Unanimously**

Further discussion ensued amongst Trustees and Chair Paynter called for a vote on the main motion as amended.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to bring forward a policy outlining the process, criteria and timelines for the Superintendent and Board evaluations."

**Motion Carried Unanimously**

#### **D. Strategic Plan - Trustee Watters**

Trustee Watters presented her motion and rationale.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to identify options for updating the Strategic Plan including costs, timelines and processes, and present this preliminary information and recommendations to the Board in May 2019.

**Motion Carried Unanimously**

#### **E. SJ Willis/Burnside Education Centre - Trustee Whiteaker**

Trustee Whiteaker presented her motion and rationale. Ms. Leah Moreau, Principal, and Mr. Paul Stevenson, Vice Principal, of SJ Willis Alternative School spoke to the proposed name change for their school.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) allow the programming at Burnside to be called SJ/Burnside.

**Motion Carried Unanimously**

#### **F. Lambrick Park Fieldhouse Project - Trustee Painter**

Trustee Painter presented his motion and rationale.

It was moved by Trustee Whiteaker:

That the Board of Education of School District No. 61 (Greater Victoria) approve Lambrick Park Secondary School to conduct a feasibility study and to reach out to potential partners for the Lambrick Park Fieldhouse Project at no cost to the District.

**Motion Carried**

For: Trustees Hentze, Paynter, Watters, and Whiteaker

Against: Trustee Leonard

#### **11. NOTICE OF MOTION**

Trustee Watters notified the Committee that agenda item 10. New Business, C. Arbutus Low-Incidence Programming will be presented at the February 25, 2019 Regular Board meeting.

#### **12. GENERAL ANNOUNCEMENTS - None**

#### **13. ADJOURNMENT**

The meeting adjourned at 10:45 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: Board of Education  
From: Greg Kitchen, Associate Superintendent  
Date: February 25, 2019  
RE: **School Calendar 2019-2020**

After consultation with the following partner groups: ASA, CUPE 947, CUPE 382, GVTA, VCPAC and VPVPA (as well as School Districts No. 62 and No. 63) a draft calendar has been developed for the 2019/2020 School Year.

In accordance with the School Act, Boards must make their proposed calendar public by February 28, 2019 and submit their calendars to the Ministry by March 31, 2019. The Board must provide an opportunity to parents and representatives of employees to provide comments to the Board with respect to the proposed school calendar.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2019/2020 school calendar on the School District's website for a period of one month:

**2019/2020 School Calendar\***

School Opening	September 3, 2019
First non-instructional day	September 23, 2019
Thanksgiving	October 14, 2019
Second non-instructional day	October 25, 2019 (Province wide)
Remembrance Day	November 11, 2019
Third non-instructional day	November 22, 2019
Schools close for Winter vacation	December 20, 2019
Schools re-open after Winter vacation	January 6, 2020
Fourth non-instructional day	February 14, 2020
Family Day	February 17, 2020
Schools close for Spring vacation	March 13, 2020
Schools re-open after Spring vacation	March 30, 2020
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Fifth non-instructional day	May 15, 2020
Victoria Day	May 18, 2020
Administrative Day and School Closing	June 26, 2020

\*Sixth non-instructional day to be chosen by each school

# Office of the Secretary Treasurer

*Mark Walsh - Secretary Treasurer*

TO: Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: February 25, 2019

RE: **2018-2019 Amended Annual Budget**

In April 2018, the Board of Education approved the 2018/2019 Annual Budget Bylaw, which was based on the estimated revenue and expenses for the fiscal year. The Minister has requested that school boards prepare and approve an Amended Annual Budget for the 2018/2019 school year.

The Amended Annual Budget takes into account both the revenues and the expenses arising from the actual September 30, 2018 enrolment counts, all grant amounts confirmed subsequent to the approval of the Annual Budget and amounts carried forward from the previous fiscal year that will be spent in the current year.

The Amended Annual Budget has been prepared based on the Public Sector Accounting Standards which require the budget to include the operating, special purpose and capital funds. Consequently, the budget bylaw amount of \$253,958,589 includes the total budgeted expenses in the operating, special purpose and capital funds.

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

*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.*

## **OPERATING FUND**

### **Schedule 2 Amended Annual Budget – Operating Revenue and Expense**

The following table summarizes the 2018/2019 Amended Annual Budget – Operating Fund compared to the 2018/2019 Annual Budget – Operating Fund:

	<b>2018/2019 Amended Annual Budget</b>	<b>2018/2019 Annual Budget</b>
Revenues	\$ 199,340,839	\$ 194,362,686
Expenses	206,388,060	196,870,396
Net Revenue (Expense)	(7,047,221)	(2,507,710)
Budgeted Prior Year Surplus Appropriation	8,946,491	3,946,980
Net Transfers to other funds	(1,899,270)	(1,439,270)
Budgeted Surplus (Deficit), for the year	\$ -	\$ -

Budgeted revenues have increased by \$5.0M in the amended annual budget, and budgeted expenses have increased by \$9.5M. Interfund transfers for capital equipment purchases have increased by \$0.5M reflecting an increase in tangible capital assets purchased from Operating Funds.

The following outlines the major changes in the 2018/2019 Amended Annual Budget – Operating Fund compared to the 2018/2019 Annual Budget – Operating Fund:

### **Schedule 2A Amended Annual Budget – Schedule of Operating Revenue by Source**

	<b>2018/2019 Amended Annual Budget Revenue</b>	<b>2018/2019 Annual Budget Revenue</b>
Provincial Grants – Ministry of Education	\$179,083,398	\$175,523,987
Provincial Grants – Other	87,552	-
Tuition	14,868,841	14,361,108
Other Revenues	2,290,824	1,466,543
Rentals and Leases	1,980,224	1,981,048
Investment Income	1,030,000	1,030,000
Total Operating Revenue	\$199,340,839	\$194,362,686

### **Provincial Grants - Ministry of Education**

Provincial Grants – Ministry of Education increased by \$3.5M due to the following factors:

- 1) The Operating Grant increased by \$3.4M as a result of an increase in the salary differential of \$0.8M and an increase in enrolment. Overall school-aged enrolment has increased by 222 FTE as shown below, resulting in a grant increase of \$1.5M. The enrolment in special education and English language learning has also increased resulting in a grant increase of \$1.1 M.

	2018/2019 Amended Annual Budget FTE	2018/2019 Annual Budget FTE
<b>School-Aged</b>		
Elementary/Middle Secondary	19,294	19,122
Alternate schools	156	145
Continuing Education*	24	17
Distributed Learning*	97	65
<b>Total School-Aged</b>	<b>19,571</b>	<b>19,349</b>
<b>Adult Students*</b>	<b>35</b>	<b>47</b>
<b>Summer Learning</b>	<b>39</b>	<b>55</b>
<b>Unique Student Needs</b>		
Special Needs Level 1	27	22
Special Needs Level 2	788	775
Special Needs Level 3	462	418
English Language Learning	1,883	1,808
Aboriginal Education	1,533	1,432
<b>International Students (Long-term)</b>	<b>1,008</b>	<b>995</b>

*\*Includes February and May 2019 estimates*

- 2) In August 2017, the Ministry of Education announced that the policy for adult learners to access tuition-free adult basic education programs would be restored. Funding for Graduated Adults increased by \$0.1M as no funding was included in the Annual Budget due to the uncertainty around the number of students expected in 2018/2019.
- 3) The District received other Ministry of Education Grants totalling \$0.1M. These were not included in the Annual Budget as the grants were not known at the time.

### Provincial Grants – Other

Provincial Grants – Other increased by \$0.1M as a result of funding received for after school programs, asset recoveries and \$0.05M recognized as revenue in the current year for improvements due to the McKenzie interchange. The funds were received in 2016/2017; however, the work is taking place this year therefore, the funds will be recognized as revenue in 2018/2019.

### Tuition

Tuition fees for international students increased by \$0.5M in the 2018/2019 amended annual budget. Long-term enrolment increase of 13 FTE and short-term enrolment increase of 161 students contributed to this overall increase.

## Other Revenue

Miscellaneous revenue increased by \$0.8M due to the following factors:

- 1) Miscellaneous revenue increased by \$0.2M due to revenues that were received during the year, but were unknown at the time the 2018/2019 Annual Budget was prepared. These include Industry Training Authority (ITA) revenues, donations, and commissions, e.g. vending machines.
- 2) Cafeteria revenue increased by \$0.1M as revenues and expenditures were not built into the 2018/2019 Annual Budget.
- 3) International Student Program revenues increased by \$0.5M due to recognizing recoveries as revenues (previously they were recorded as recovery of expenses).

## Schedule 2B Amended Annual Budget – Schedule of Operating Expense by Object

	2018/2019 Amended Annual Budget Expenses	2018/2019 Annual Budget Expenses
<b>Salaries</b>		
Teachers	\$ 86,498,536	\$ 85,786,515
Principals and Vice Principals	12,511,297	12,495,805
Educational Assistants	18,662,337	17,990,349
Support Staff	17,555,788	17,575,875
Other Professionals	4,132,091	4,264,085
Substitutes	8,427,968	7,460,144
Total Salaries	\$147,788,017	\$145,572,773
<b>Employee Benefits</b>	34,700,523	24,234,154
<b>Services and Supplies</b>		
Services	7,452,246	5,090,007
Student Transportation	1,252,745	1,018,933
Professional Development and Travel	1,144,728	663,417
Rentals and Leases	115,235	-
Dues and Fees	105,627	88,207
Insurance	343,767	365,000
Supplies	8,870,220	5,488,886
Utilities	4,614,952	4,349,019
Total Services and Supplies	23,899,520	17,063,469
<b>Total Operating Expense</b>	<b>\$206,388,060</b>	<b>196,870,396</b>

## Salaries

- 1) Teacher salaries increased due to additional teachers hired as a result of increased enrolment, partially offset by a lower than budgeted average teacher salary.
- 2) Additional Educational Assistants were hired as a result of the increased special education enrolment.
- 3) Other Professionals decreased as a result of the retirement of the Aboriginal Education Coordinator and the hiring of a Principal of Human Resource Services (previously an Exempt position).
- 4) The increase in the Substitutes budget reflects more release time for professional development and additional Teachers Teaching on Call time due to the increased enrolment.

## Employee Benefits

The increase in the employee benefits expense arose from additional employees hired.

### **Services and Supplies**

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

Rentals and leases increased as the District entered into operating leases for fleet vehicles after the preparation of the 2018-2019 Annual Budget.

The increase in utilities is the result of an increase in Next Generation Network (NGN) costs, announced after the preparation of the 2018-2019 Annual Budget. The Ministry of Education has indicated that NGN costs should once again come in lower than expected, but has not yet made a public announcement.

### **SPECIAL PURPOSE FUNDS**

#### **Schedule 3 Amended Annual Budget – Special Purpose Revenue and Expense**

#### **Schedule 3A Amended Annual Budget – Changes in Special Purpose Funds**

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

	<b>2018/2019 Amended Annual Budgeted Revenues</b>	<b>2018/2019 Annual Budgeted Revenues</b>
Annual Facility Grant	\$ 810,279	\$ 810,279
Learning Improvement Fund	672,847	672,847
Scholarships and Bursaries	30,000	63,571
Special Education Technology	112,831	112,831
School Generated Funds	6,476,375	6,454,714
Strong Start	206,059	206,059
Ready, Set, Learn	66,150	66,150
Official Languages in Education Protocol (OLEP)	398,099	398,099
CommunityLINK	3,794,668	3,879,538
Classroom Enhancement Fund – Overhead	791,979	-
Classroom Enhancement Fund – Staffing and Remedies	17,515,979	13,835,661
Coding and Curriculum Implementation	48,004	20,000
Ledger School	244,848	262,008
Provincial Inclusion Outreach	498,554	503,954
Charitable Trust	700	400,000
Estate Trust	11,000	11,000
<b>Special Purpose Revenues</b>	<b>\$31,678,372</b>	<b>\$27,696,711</b>

The following outlines the major changes in the Special Purpose Funds in the 2018/2019 Amended Annual Budgeted Revenues compared to the 2018/2019 Annual Budgeted Revenues:

- 1) The Classroom Enhancement Fund – Overhead grant was provided to Districts in June 2018, subsequent to the preparation of the 2018/2019 Annual Budget.
- 2) The 2018/2019 Amended Annual Budgeted Classroom Enhancement Fund – Staffing and Remedies grant increased by \$3.7M compared to the 2018/2019 Annual Budget grant as the remedy portion of the grant was provided to Districts in December 2018, subsequent to the preparation of the 2018/2019 Annual Budget. Furthermore, the District received \$0.5M from the Ministry related to a consent award from arbitration. These funds will be used to hire an additional 12 FTE teachers effective February 25, 2019. The District also received a further \$0.5M related to unspent remedies at June 30, 2017.
- 3) Coding and Curriculum Implementation has increased by \$0.03M as the Deferred Revenue at June 30, 2018 was higher than anticipated. These funds will be fully spent by June 30, 2019.
- 4) The Charitable Trust has decreased by \$0.4M as donations are now being recorded directly into the Operating and School Generated Funds. Previously, donations were recorded in the Charitable Trust and then transferred out.

## **CAPITAL FUND**

### **Schedule 4 Amended Annual Budget – Capital Revenue and Expense**

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

Tangible capital assets are assets that have an expected life greater than one year and are not consumed in the normal course of operations. These assets are amortized over their useful life, meaning that the cost of the asset is expensed over a period of time.

The following outlines the major changes in the Capital Fund in the 2018/2019 Amended Annual Budget compared to the 2018/2019 Annual Budget:

### **Ministry of Education Grants and Operations and Maintenance Expenses**

Ministry of Education Grant Revenue is recognized when Maintenance Expenses from Bylaw Capital are incurred. Maintenance Expenses are expected to increase by \$1.5M relative to the 2018/2019 Annual Budget due to a large window and flooring replacement project at Mt. Doug and additional roofing projects throughout the District.

### **Capital Additions**

Capital additions from the Operating Fund are expected to be \$1.2M as a result of computer purchases at various schools, playground purchases at Frank Hobbs Elementary and Vic West Elementary, a new backhoe in Facilities and various furniture & equipment purchases throughout the District.

### **Local Capital**

Local Capital includes proceeds from the lease of assets which were originally purchased with Board funds, interest earned on the Local Capital balance, and 25% of the proceeds of disposition of the sale of surplus school properties.

The Technology Replacement Reserve, Inclusion for Learning Strategy, Quadra learning studio, Quadra and Oaklands portables, and a portion of the Northridge classroom space are funded from Local Capital.

Funds transferred from the Operating Fund to Local Capital include \$0.2M to create a reserve for technology for learning equipment replacements, \$0.3M to create a reserve for student device replacements, and \$0.1M to create a reserve for childcare capital.

### **AMENDED ANNUAL BUDGET BYLAW**

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

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

**Motion to be Carried Unanimously**

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2018/2019 in the amount of \$253,958,589 be:

Read a first time the 25th day of February, 2019;

Read a second time the 25th day of February, 2019;

Read a third time, passed and adopted the 25th day of February, 2019;

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

Attachments



Amended Annual Budget

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

June 30, 2019

# School District No. 61 (Greater Victoria)

June 30, 2019

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

## AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$253,958,589 for the 2018/2019 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2019;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2019;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw 2018/2019, adopted by the Board the 25th DAY OF FEBRUARY, 2019.

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Secretary Treasurer

# School District No. 61 (Greater Victoria)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	19,570,817	19,349,109
Adult	35,125	46,875
Other	38,500	55,125
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>19,644,442</b>	<b>19,451,109</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	206,743,695	197,291,413
Other	87,552	
Tuition	14,868,841	14,361,108
Other Revenue	8,731,899	8,303,547
Rentals and Leases	1,980,224	1,981,048
Investment Income	1,187,000	1,188,281
Amortization of Deferred Capital Revenue	7,025,572	7,025,572
<b>Total Revenue</b>	<b>240,624,783</b>	<b>230,150,969</b>
<b>Expenses</b>		
Instruction	206,150,192	195,307,319
District Administration	5,102,592	4,874,408
Operations and Maintenance	38,760,292	35,002,512
Transportation and Housing	1,125,513	1,015,025
<b>Total Expense</b>	<b>251,138,589</b>	<b>236,199,264</b>
<b>Net Revenue (Expense)</b>	<b>(10,513,806)</b>	<b>(6,048,295)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>8,946,491</b>	<b>3,946,980</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,567,315)</b>	<b>(2,101,315)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,567,315)	(2,101,315)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,567,315)</b>	<b>(2,101,315)</b>

## School District No. 61 (Greater Victoria)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	206,388,060	196,870,396
Operating - Tangible Capital Assets Purchased	1,260,000	800,000
Special Purpose Funds - Total Expense	31,618,372	27,696,711
Special Purpose Funds - Tangible Capital Assets Purchased	60,000	
Capital Fund - Total Expense	13,132,157	11,632,157
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,500,000	
<b>Total Budget Bylaw Amount</b>	<b>253,958,589</b>	<b>236,999,264</b>

### Approved by the Board

\_\_\_\_\_  
Signature of the Chairperson of the Board of Education

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the Superintendent

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of the Secretary Treasurer

\_\_\_\_\_  
Date Signed

# School District No. 61 (Greater Victoria)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(10,513,806)</b>	<b>(6,048,295)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,320,000)	(800,000)
From Local Capital	(1,500,000)	-
From Deferred Capital Revenue	(9,056,155)	(4,984,942)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(11,876,155)</b>	<b>(5,784,942)</b>
Amortization of Tangible Capital Assets	10,632,157	10,632,157
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(1,243,998)</b>	<b>4,847,215</b>
Acquisitions of Prepaid Expenses	(5,000)	-
Use of Prepaid Expenses	-	60,000
	(5,000)	60,000
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(11,762,804)</b>	<b>(1,141,080)</b>

## School District No. 61 (Greater Victoria)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2019

	Operating Fund	Special Purpose Fund	Capital Fund	2019 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	16,859,357	-	49,839,238	<b>66,698,595</b>
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(7,047,221)	60,000	(3,526,585)	<b>(10,513,806)</b>
Interfund Transfers				
Tangible Capital Assets Purchased	(1,260,000)	(60,000)	1,320,000	-
Local Capital	(639,270)		639,270	-
<b>Net Changes for the year</b>	<b>(8,946,491)</b>	<b>-</b>	<b>(1,567,315)</b>	<b>(10,513,806)</b>
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>7,912,866</b>	<b>-</b>	<b>48,271,923</b>	<b>56,184,789</b>

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	179,083,398	175,523,987
Other	87,552	
Tuition	14,868,841	14,361,108
Other Revenue	2,290,824	1,466,543
Rentals and Leases	1,980,224	1,981,048
Investment Income	1,030,000	1,030,000
<b>Total Revenue</b>	<b>199,340,839</b>	<b>194,362,686</b>
<b>Expenses</b>		
Instruction	175,342,099	168,420,887
District Administration	5,102,592	4,874,408
Operations and Maintenance	24,817,856	22,560,076
Transportation and Housing	1,125,513	1,015,025
<b>Total Expense</b>	<b>206,388,060</b>	<b>196,870,396</b>
<b>Net Revenue (Expense)</b>	<b>(7,047,221)</b>	<b>(2,507,710)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>8,946,491</b>	<b>3,946,980</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(1,260,000)	(800,000)
Local Capital	(639,270)	(639,270)
<b>Total Net Transfers</b>	<b>(1,899,270)</b>	<b>(1,439,270)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 61 (Greater Victoria)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	176,983,232	173,604,633
DISC/LEA Recovery	(1,106,631)	(1,087,263)
Other Ministry of Education Grants		
Pay Equity	2,896,617	2,896,617
Funding for Graduated Adults	85,116	-
Transportation Supplement	20,027	-
Carbon Tax Grant	110,000	110,000
Strategic Priorities/Early Action Initiative	30,300	-
Professional Learning Grant	17,500	-
Shoulder Tappers (Access Grant)	5,000	-
Support Staff Benefits	24,497	-
FSA Scorer Training	17,740	-
<b>Total Provincial Grants - Ministry of Education</b>	<b>179,083,398</b>	<b>175,523,987</b>
<b>Provincial Grants - Other</b>	<b>87,552</b>	
<b>Tuition</b>		
Summer School Fees	49,512	56,880
Continuing Education	10,000	16,825
International and Out of Province Students	14,801,829	14,287,403
Distributed Learning	7,500	-
<b>Total Tuition</b>	<b>14,868,841</b>	<b>14,361,108</b>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	1,106,631	1,087,263
Miscellaneous		
Miscellaneous Revenue	220,950	23,550
Aboriginal Nations Education Curriculum Project	15,021	15,000
Cafeteria	145,541	-
International Student Program Revenues	785,081	322,930
ArtsStart Grant	17,600	17,800
<b>Total Other Revenue</b>	<b>2,290,824</b>	<b>1,466,543</b>
<b>Rentals and Leases</b>	<b>1,980,224</b>	<b>1,981,048</b>
<b>Investment Income</b>	<b>1,030,000</b>	<b>1,030,000</b>
<b>Total Operating Revenue</b>	<b>199,340,839</b>	<b>194,362,686</b>

# School District No. 61 (Greater Victoria)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	86,498,536	85,786,515
Principals and Vice Principals	12,511,297	12,495,805
Educational Assistants	18,662,337	17,990,349
Support Staff	17,555,788	17,575,875
Other Professionals	4,132,091	4,264,085
Substitutes	8,427,968	7,460,144
<b>Total Salaries</b>	<b>147,788,017</b>	<b>145,572,773</b>
<b>Employee Benefits</b>	<b>34,700,523</b>	<b>34,234,154</b>
<b>Total Salaries and Benefits</b>	<b>182,488,540</b>	<b>179,806,927</b>
<b>Services and Supplies</b>		
Services	7,452,246	5,090,007
Student Transportation	1,252,745	1,018,933
Professional Development and Travel	1,144,728	663,417
Rentals and Leases	115,235	-
Dues and Fees	105,627	88,207
Insurance	343,767	365,000
Supplies	8,870,220	5,488,886
Utilities	4,614,952	4,349,019
<b>Total Services and Supplies</b>	<b>23,899,520</b>	<b>17,063,469</b>
<b>Total Operating Expense</b>	<b>206,388,060</b>	<b>196,870,396</b>

## School District No. 61 (Greater Victoria)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	64,621,658	4,465,486	1,958,580	482,580	238,024	5,875,482	<b>77,641,810</b>
1.03 Career Programs	754,470	104,082	306,965			48,441	<b>1,213,958</b>
1.07 Library Services	1,863,574			381,195		71,384	<b>2,316,153</b>
1.08 Counselling	2,687,804					100,737	<b>2,788,541</b>
1.10 Special Education	8,846,662	267,868	15,596,729	231,758	112,694	1,273,259	<b>26,328,970</b>
1.30 English Language Learning	1,833,034	142,101		11,239		90,758	<b>2,077,132</b>
1.31 Aboriginal Education	500,441	189,608	620,672	47,793		40,298	<b>1,398,812</b>
1.41 School Administration		7,178,372		3,696,368		66,373	<b>10,941,113</b>
1.60 Summer School	98,587	20,170	2,577	3,163			<b>124,497</b>
1.61 Continuing Education	244,315	25,680		69,653		8,946	<b>348,594</b>
1.62 International and Out of Province Students	4,995,991		141,412	810,273	648,697	287,805	<b>6,884,178</b>
1.64 Other				10,464			<b>10,464</b>
<b>Total Function 1</b>	<b>86,446,536</b>	<b>12,393,367</b>	<b>18,626,935</b>	<b>5,744,486</b>	<b>999,415</b>	<b>7,863,483</b>	<b>132,074,222</b>
<b>4 District Administration</b>							
4.11 Educational Administration		35,379		151,020	695,948	13,898	<b>896,245</b>
4.40 School District Governance				29,357	276,667		<b>306,024</b>
4.41 Business Administration		82,551		1,119,594	1,019,178	36,403	<b>2,257,726</b>
<b>Total Function 4</b>	<b>-</b>	<b>117,930</b>	<b>-</b>	<b>1,299,971</b>	<b>1,991,793</b>	<b>50,301</b>	<b>3,459,995</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	52,000		35,402	267,497	881,410	23,661	<b>1,259,970</b>
5.50 Maintenance Operations				9,343,084	259,473	322,622	<b>9,925,179</b>
5.52 Maintenance of Grounds				877,029		167,901	<b>1,044,930</b>
5.56 Utilities							<b>-</b>
<b>Total Function 5</b>	<b>52,000</b>	<b>-</b>	<b>35,402</b>	<b>10,487,610</b>	<b>1,140,883</b>	<b>514,184</b>	<b>12,230,079</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				23,721			<b>23,721</b>
7.70 Student Transportation							<b>-</b>
7.73 Housing							<b>-</b>
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,721</b>	<b>-</b>	<b>-</b>	<b>23,721</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>86,498,536</b>	<b>12,511,297</b>	<b>18,662,337</b>	<b>17,555,788</b>	<b>4,132,091</b>	<b>8,427,968</b>	<b>147,788,017</b>

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

Amended Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	77,641,810	18,547,343	96,189,153	5,149,014	101,338,167	99,204,060
1.03 Career Programs	1,213,958	285,576	1,499,534	882,397	2,381,931	1,553,378
1.07 Library Services	2,316,153	556,492	2,872,645	227,527	3,100,172	2,981,842
1.08 Counselling	2,788,541	681,517	3,470,058	6,916	3,476,974	3,688,186
1.10 Special Education	26,328,970	6,229,542	32,558,512	1,079,595	33,638,107	31,674,105
1.30 English Language Learning	2,077,132	501,996	2,579,128	86,267	2,665,395	2,567,347
1.31 Aboriginal Education	1,398,812	309,668	1,708,480	606,506	2,314,986	2,124,575
1.41 School Administration	10,941,113	2,467,468	13,408,581	251,598	13,660,179	13,162,456
1.60 Summer School	124,497	30,014	154,511	17,057	171,568	232,451
1.61 Continuing Education	348,594	83,086	431,680	130,771	562,451	420,302
1.62 International and Out of Province Students	6,884,178	1,628,129	8,512,307	3,507,054	12,019,361	10,799,377
1.64 Other	10,464	2,344	12,808		12,808	12,808
<b>Total Function 1</b>	<b>132,074,222</b>	<b>31,323,175</b>	<b>163,397,397</b>	<b>11,944,702</b>	<b>175,342,099</b>	<b>168,420,887</b>
<b>4 District Administration</b>						
4.11 Educational Administration	896,245	185,793	1,082,038	50,758	1,132,796	1,151,400
4.40 School District Governance	306,024	26,022	332,046	356,721	688,767	687,694
4.41 Business Administration	2,257,726	479,132	2,736,858	544,171	3,281,029	3,035,314
<b>Total Function 4</b>	<b>3,459,995</b>	<b>690,947</b>	<b>4,150,942</b>	<b>951,650</b>	<b>5,102,592</b>	<b>4,874,408</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,259,970	305,721	1,565,691	492,144	2,057,835	2,022,963
5.50 Maintenance Operations	9,925,179	2,160,205	12,085,384	4,545,371	16,630,755	14,685,201
5.52 Maintenance of Grounds	1,044,930	215,161	1,260,091	251,623	1,511,714	1,500,293
5.56 Utilities	-	-	-	4,617,552	4,617,552	4,351,619
<b>Total Function 5</b>	<b>12,230,079</b>	<b>2,681,087</b>	<b>14,911,166</b>	<b>9,906,690</b>	<b>24,817,856</b>	<b>22,560,076</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	23,721	5,314	29,035	3,307	32,342	32,342
7.70 Student Transportation	-	-	-	1,093,171	1,093,171	982,683
7.73 Housing	-	-	-		-	-
<b>Total Function 7</b>	<b>23,721</b>	<b>5,314</b>	<b>29,035</b>	<b>1,096,478</b>	<b>1,125,513</b>	<b>1,015,025</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>147,788,017</b>	<b>34,700,523</b>	<b>182,488,540</b>	<b>23,899,520</b>	<b>206,388,060</b>	<b>196,870,396</b>

## School District No. 61 (Greater Victoria)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2019

	<b>2019 Amended Annual Budget</b>	<b>2019 Annual Budget</b>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	25,160,297	20,767,426
Other Revenue	6,441,075	6,837,004
Investment Income	77,000	92,281
<b>Total Revenue</b>	<b>31,678,372</b>	<b>27,696,711</b>
<b>Expenses</b>		
Instruction	30,808,093	26,886,432
Operations and Maintenance	810,279	810,279
<b>Total Expense</b>	<b>31,618,372</b>	<b>27,696,711</b>
<b>Net Revenue (Expense)</b>	<b>60,000</b>	<b>-</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(60,000)	-
<b>Total Net Transfers</b>	<b>(60,000)</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
<b>Deferred Revenue, beginning of year</b>			586,669		2,978,547	27,226	10,357		433,821
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	810,279	672,847		112,831		192,000	66,150	398,099	3,879,538
Other			4,000		6,400,000				
Investment Income			46,564		40,000				
	810,279	672,847	50,564	112,831	6,440,000	192,000	66,150	398,099	3,879,538
<b>Less:</b> Allocated to Revenue	810,279	672,847	30,000	112,831	6,476,375	206,059	66,150	398,099	3,794,668
Recovered									
<b>Deferred Revenue, end of year</b>	-	-	607,233	-	2,942,172	13,167	10,357	-	518,691
<b>Revenues</b>									
Provincial Grants - Ministry of Education	810,279	672,847		112,831		206,059	66,150	398,099	3,794,668
Other Revenue			4,000		6,436,375				
Investment Income			26,000		40,000				
	810,279	672,847	30,000	112,831	6,476,375	206,059	66,150	398,099	3,794,668
<b>Expenses</b>									
Salaries									
Teachers									200,000
Principals and Vice Principals				2,289				50,194	160,000
Educational Assistants		551,617		88,163		138,725			630,000
Support Staff									93,000
Other Professionals									42,971
Substitutes		21,904			65,000		10,000	40,000	50,000
	-	573,521	-	90,452	65,000	138,725	10,000	90,194	1,175,971
Employee Benefits		99,326		16,807	11,375	31,075	1,750	17,892	218,697
Services and Supplies	810,279		30,000	5,572	6,340,000	36,259	54,400	290,013	2,400,000
	810,279	672,847	30,000	112,831	6,416,375	206,059	66,150	398,099	3,794,668
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	60,000	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased					(60,000)				
	-	-	-	-	(60,000)	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

## School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

Schedule 3A

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing and Remedies	Coding and Curriculum Implementation	Ledger School	Provincial Inclusion Outreach	Charitable Trust	Estate Trust	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		201,311	48,004			700	47,236	4,333,871
<b>Add:</b> Restricted Grants								
Provincial Grants - Ministry of Education	791,979	17,515,979	-	244,848	498,554			25,183,104
Other							11,000	6,404,000
Investment Income								97,564
	791,979	17,515,979	-	244,848	498,554	-	11,000	31,684,668
<b>Less:</b> Allocated to Revenue	791,979	17,515,979	48,004	244,848	498,554	700	11,000	31,678,372
Recovered		201,311						201,311
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	47,236	4,138,856
<b>Revenues</b>								
Provincial Grants - Ministry of Education	791,979	17,515,979	48,004	244,848	498,554			25,160,297
Other Revenue						700		6,441,075
Investment Income							11,000	77,000
	791,979	17,515,979	48,004	244,848	498,554	700	11,000	31,678,372
<b>Expenses</b>								
Salaries								
Teachers	8,921	11,105,017		122,649	128,665			11,565,252
Principals and Vice Principals				4,968	10,115			227,566
Educational Assistants				49,941	88,164			1,546,610
Support Staff	144,153				21,714			258,867
Other Professionals								42,971
Substitutes	467,262	3,120,870	22,000	6,440				3,803,476
	620,336	14,225,887	22,000	183,998	248,658	-	-	17,444,742
Employee Benefits	115,638	3,290,092	3,850	43,784	171,918			4,022,204
Services and Supplies	56,005		22,154	17,066	77,978	700	11,000	10,151,426
	791,979	17,515,979	48,004	244,848	498,554	700	11,000	31,618,372
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	60,000
<b>Interfund Transfers</b>								
Tangible Capital Assets Purchased								(60,000)
	-	-	-	-	-	-	-	(60,000)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-

# School District No. 61 (Greater Victoria)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget			2019 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	2,500,000		2,500,000	1,000,000
Investment Income		80,000	80,000	66,000
Amortization of Deferred Capital Revenue	7,025,572		7,025,572	7,025,572
<b>Total Revenue</b>	<b>9,525,572</b>	<b>80,000</b>	<b>9,605,572</b>	<b>8,091,572</b>
<b>Expenses</b>				
Operations and Maintenance	2,500,000		2,500,000	1,000,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,632,157		10,632,157	10,632,157
<b>Total Expense</b>	<b>13,132,157</b>	<b>-</b>	<b>13,132,157</b>	<b>11,632,157</b>
<b>Net Revenue (Expense)</b>	<b>(3,606,585)</b>	<b>80,000</b>	<b>(3,526,585)</b>	<b>(3,540,585)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	1,320,000		1,320,000	800,000
Local Capital		639,270	639,270	639,270
<b>Total Net Transfers</b>	<b>1,320,000</b>	<b>639,270</b>	<b>1,959,270</b>	<b>1,439,270</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	1,500,000	(1,500,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>1,500,000</b>	<b>(1,500,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(786,585)</b>	<b>(780,730)</b>	<b>(1,567,315)</b>	<b>(2,101,315)</b>



TO: Board of Education  
FROM: Policy Sub-Committee  
DATE: February 25, 2019  
RE: **Policy and Regulation Changes**

The Policy Sub-committee has two recommendations stemming from its ongoing review of policies and regulations.

## **Specific Policies Reviewed with Recommended Changes**

### **Policy and Regulation 6163.7 Classroom Pets**

#### **Background:**

The Board passed the following motion on March 12, 2018:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to develop Policy in regard to animals kept as “classroom pets,” and that the Committee take into consideration the BCSPCA’s statements on animals in classrooms and that the Superintendent draft a Regulation to implement the Policy when finalized by the Board.

The new Policy and Regulation 6163.7 *Classroom Pets* were drafted and presented to the Operations Policy and Planning Committee on June 11, 2018 and at the regular Board meeting on June 25, 2018. Following several amendments, it was recommended that the draft policy and regulation be sent to stakeholders for feedback.

The Board passed the following motion on June 25, 2018:

That the Board of Education of School District No. 61 (Greater Victoria) send the new draft Policy 6163.7 *Classroom Pets* and draft Regulation 6163.7 *Classroom Pets* to our stakeholders for comment and to be returned to the December 10, 2018 Operations Policy and Planning Committee 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.*

The draft Policy and Regulation 6163.7 Classroom Pets were sent to stakeholders for feedback.

### Revisions:

With consideration of the feedback received and the discussion during the Policy Sub-Committee Meeting on January 17, 2019, the following modifications have been addressed in the revised Policy and Regulation 6163.7 *Classroom Pets*.

#### **Policy:**

- **2.2** – A definition for “Classroom Pet” was added in order to ensure that both those animals brought in on a temporary basis and service animals were not considered classroom pets.
- **3.1.1** – “or staff” was added in order to ensure that staff are protected, in addition to students, if adversely affected by animals in the classroom.
- **3.1.2** – “in a confined habitat or under control” was added to emphasize the definition of a classroom pet as opposed to an animal that is just allowed to roam freely.

#### **Regulation:**

- **1.1** – “and should be in a confined habitat within the classroom” was added to emphasize the definition of a classroom pet as opposed to an animal that is just allowed to roam freely.
- **1.2** – “Be cared for” instead of “Not to be left in schools” was modified because some classroom pets are able to stay in the classroom over a holiday period because the possibility of moving the animal is a risk. In addition, this modification ensures that staff have the discretion over the ability of the pet to stay in the classroom and be checked on periodically during a holiday break. For instance, fish in an aquarium that has an automatic feeder.
- **2.1** – “and provide a decision” was added in order to ensure there is no ambiguity on who is making the decision regarding the classroom pet.
- **3.1.1.4** – “directly” is added to ensure that there is no ambiguity on what kind of supervision is required for students.

### Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the new Policy 6163.7 *Classroom Pets* and accept the new Regulation 6163.7 *Classroom Pets*.

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

#### **Background:**

The Board passed the following motion on May 28, 2018:

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

Subsequent to Board approval of the revised Policy and Regulation 1421 *Naming School Sites*, a question was raised regarding conformity to the Province’s Naming Privileges Policy.

**Revisions:**

The Policy Sub-Committee met on January 31, 2019 to review Policy and Regulation 1421 *Naming School Sites* and recommends one major change. The recommendation is to include that both the Policy (Section 3.3) and Regulation (Section 3) conform to the Province's Naming Privileges Policy.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1421 <i>Naming School Sites</i> and accept revised Regulation 1421 <i>Naming School Sites</i> as reviewed.
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## **POLICY -6163.7**

### **CLASSROOM PETS**

Drafted: April 13 2018

Adopted: \_\_\_\_\_

Revised: June 25, 2018

Frequency of Review \_\_\_\_\_

#### **1.0 RATIONALE**

- 1.1 The Board recognizes that students can benefit from the introduction of a domestic animal to the classroom to enhance student learning, and to provide a therapeutic measure.

#### **2.0 DEFINITIONS**

- 2.1 **Domestic Animal** is defined as an animal of a species of vertebrates that has been domesticated by humans so as to live and breed in a tame condition and/or depends on humankind for survival.

~~2.1~~2.2 **Classroom Pets do not include an animal that is brought in on a temporary basis nor are service animals**

#### **3.0 POLICY**

- 3.1 Classroom pets may be kept for the purpose of contributing to a structured humane educational curriculum if:
  - 3.1.1 It has been established that there are no students or staff who would be adversely affected by animals in the classroom;
  - 3.1.2 The animal is a domesticated animal in a confined habitat or under control and is not permitted to breed;
  - 3.1.3 The animal is not a nocturnal species and has a sleep pattern compatible with the school day;
  - 3.1.4 The animal is capable of living in the classroom overnight without supervision; and
  - 3.1.5 The teacher takes sole responsibility for the care and welfare of the animal.
- 3.2 Animals will be removed from the classroom:
  - 3.2.1 If the animal places the safety of students or staff in jeopardy or becomes a health hazard.
  - 3.2.2 If the animal is an impediment to learning.

#### **4.0 RESPONSIBILITIES**

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

## **5.0 REFERENCES**

- i. Regulation 6163.7 – Classroom Pets
- ii. B.C. SPCA – Statement on Classroom Pets
- iii. National Parks of Canada - Domestic Animal Regulations

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## Regulation 6163.7

### CLASSROOM PETS

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#### Background

The purpose of this procedure is to ensure the greatest possible level of safety for students, staff and animals with regards to pet animals kept in school buildings.

#### 1.0 The animals shall:

- 1.1 Not be allowed to roam freely within the school setting and should be confined to a habitat within the classroom.
- 1.2 ~~Not be left in schools~~ Be cared for during holiday periods.

#### 2.0 Principals shall:

- 2.1. Be consulted and provide a decision prior to the inclusion of a live animal in the classroom.

#### 3.0 Teachers shall:

- 3.1 Ensure that the following conditions have been met prior to introducing an animal into a classroom:
  - 3.1.1. Procedures on the safe handling and care of the animal are posted and reviewed with the students which states that the animal is only handled by students when:
    - 3.1.1.1. It does not endanger or stress the animal;
    - 3.1.1.2. The handling of the animal is related to the curriculum being taught;
    - 3.1.1.3. The handling of the animal is in accordance to species-specific handling instructions; and
    - 3.1.1.4. The student is directly supervised by the experienced caregiver or teacher.
  - 3.1.2. Procedures for the feeding of the animal and maintenance of the enclosure for hygienic purposes are established.
  - 3.1.3. Parent(s) or guardian(s) are informed of the intent to keep classroom pet(s).
- 3.2 Take responsibility for the care and welfare of the animal during weekends, holidays, and school breaks.
- 3.3 Ensure that an animal is removed from the classroom if the animal may place the safety of children/or staff in jeopardy or is a health hazard for students/staff or is an impediment to learning.
- 3.4 Be responsible for the removal of:
  - 3.4.1 All refuse or waste pertaining to classroom animals and placed in the appropriate receptacle safely; and

- 3.4.2 The animal, in the event of death, is to be disposed of in a manner that is safe and sensitive to student emotions.

# POLICY 1421

## NAMING SCHOOL SITES

Adopted: June 25, 1984

Revised: 1. February 27, 1995, 2. February 15, 2010, 3. May 28, 2018

Frequency of Review: Annual

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### 1.0 RATIONALE

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

### 2.0 DEFINITIONS

### 3.0 POLICY

- 3.1 The Greater Victoria Board of Education

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

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

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

3.3 The Policy must conform with the Province's Naming Privileges Policy, as amended from time to time.

### 4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*.

4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

### 5.0 REFERENCES

i. Naming Privileges Policy

ii. Regulation 1421 – Naming School Sites

iii. Policy 1163 – Consultation

iv. Regulation 1163 – Consultation

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



## REGULATION 1421

### NAMING SCHOOL SITES

Adopted: February 27, 1995

Revised: 1. February 15, 2010, 2. May 28, 2018

Frequency of Review: Annual

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

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# Office of the Superintendent

*Shelley Green - Superintendent*

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: February 25, 2019

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

## Events and Meetings

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

- District Committees
  - Advocacy Ad Hoc Committee
  - Policy Sub Committee
- Additional Meetings and Events
  - Braefoot Elementary
  - BCSSA Island Chapter
  - BCSTA/Ministry of Education Annual Partner Liaison Meeting
  - Boundary Review Consultations
  - Budget Information Session
  - Cedar Hill Middle
  - CUPE 947
  - Deputy Minister's All Superintendents' Meeting
  - GVTA – Joint Committee
  - Reynolds Secondary
  - VPVPA

*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.*



School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4163 Fax (250) 475-4112

# Office of the Superintendent

*Shelley Green - Superintendent*

TO: The Board of Education  
FROM: Shelley Green, Superintendent of Schools  
RE: **Trustees' Questions**  
DATE: February 25, 2019

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

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One *Learning* Community



# Office of the Secretary Treasurer

*Mark Walsh - Secretary Treasurer*

TO: The Board of Education  
FROM: Mark Walsh, Secretary-Treasurer  
DATE: February 25, 2019  
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 Consultation Meetings
- Media Interviews re Boundary Review
- Policy Sub-Committee Ad Hoc Meetings
- Budget Information Session
- Generative Dialogue Session
- Meetings with Municipal Partners
- Administrators' Meeting
- Meeting with B.C. Housing
- Chair/Superintendent/Secretary-Treasurer Meetings in Richmond with BCSTA/Ministry of Education
- School Visits
- Meetings with Partner Groups