

# **EDUCATION POLICY AND DIRECTIONS COMMITTEE AND OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, March 4, 2019 at 7:00 P.M.**

## **REGULAR MEETING**

**Ed Policy Agendas and Minutes available at:**

<https://www.sd61.bc.ca/board-of-education/meetings/education-meetings/>

**NEXT ED POLICY MEETING IS SCHEDULED FOR:**

**Monday, April 8, 2019 at 7:00 P.M.**

**OPPS Agendas and Minutes available at:**

<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>

**NEXT OPPs MEETING IS SCHEDULED FOR:**

**Monday, April 15, 2019 at 7:00 P.M.**

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

**EDUCATION POLICY AND DIRECTIONS COMMITTEE  
and  
OPERATIONS POLICY AND PLANNING COMMITTEE**

*Dialogue with the public is welcome during standing committee meetings.*

**Regular Agenda for Monday, March 4, 2019 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Duncan and Trustee Paynter**

*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.*

Estimated Times		Presenter	Status	Attachment
7:00-7:05	<b>1. APPROVAL OF THE AGENDA</b>			Pgs. 1-2
	<b>2. EDUCATION POLICY AND DIRECTIONS COMMITTEE – Trustee Duncan, Chair</b>			
	<b>A. APPROVAL OF THE MINUTES</b>			
7:05-7:10	1. Education Policy and Directions Committee Meeting of Monday, February 4, 2019			Pgs. 3-7
	<b>B. BUSINESS ARISING FROM MINUTES</b>			
	<b>C. PRESENTATION TO THE COMMITTEE</b>			
7:10-7:15	1. The Existence Project - Keeping it Human	Marko Curuvija		
	<b>D. NEW BUSINESS</b>			
7:15-7:20	1. Recognition of Student Representative Isha Rattu, Spectrum Community School	Shelley Green		
7:20-7:50	2. Aboriginal Education Annual Report	Craig Schellenberg	Information	Pgs. 8-14
7:50-8:00	3. Free Feminine Hygiene Products in Schools	Trustee Painter		
	That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to study the feasibility of providing free tampons and pads in District schools and report back their findings at the next Ed Policy meeting.			
8:00-8:15	4. Inclusive Learning Environments	Trustee Watters		
	That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to consult with Victoria Confederation of Parents Advisory Councils and BCeAccess for input on the development of a stakeholder engagement process for Inclusive Education in SD61 in advance of the Strategic Plan renewal process. The Superintendent shall report back to the Board at the April 2019 Education Policy and Directions Standing Committee meeting.			
8:15-9:15	5. Funding Review Model	Trustee Duncan		

9:15-9:25                      6. Surveys for Inclusive Learning Strategy                      Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to produce surveys for the purpose of gathering feedback on the District's inclusive learning strategy. The purpose of the first survey will be to gather feedback from all staff involved in delivering the inclusive learning strategy. The purpose of the second survey will be to gather feedback from parents and students on their experience of inclusive learning in our district. Survey participants should be invited to participate on a voluntary basis and the surveys should be conducted on an anonymous basis to exclude the collection of respondent's personal / private information.

**E. NOTICE OF MOTION**

**3. OPERATIONS POLICY AND PLANNING COMMITTEE – Trustee Paynter, Chair**

**A. APPROVAL OF THE MINUTES**

9:25-9:30                      1. Operations Policy and Planning Committee  
Meeting of Monday, February 11, 2019

Pgs. 15-22

**B. BUSINESS ARISING FROM MINUTES**

9:30-9:50                      **C. PRESENTATIONS**

1. South Park Family School	Ashley Wheaton
2. South Park Family School	Allison Hyatt
3. South Park Family School	Jenn Sutton
4. Safe Routes to School/French Immersion	Carrie Smart
5. Cloverdale Traditional School	Betty Tsai

**D. SUPERINTENDENT'S REPORT**

9:50-9:55	1. Boundary Review Update	Colin Roberts	Information	Pg. 23
-----------	---------------------------	---------------	-------------	--------

**E. PERSONNEL ITEMS**

**F. FINANCE AND LEGAL AFFAIRS**

**G. FACILITIES PLANNING**

9:55-10:00	1. Northridge Field	Mark Walsh	Information	Pg. 24-25
------------	---------------------	------------	-------------	-----------

**H. NEW BUSINESS**

10:00-10:05	1. Trustee Questions			Pg. 26
10:05-10:15	2. Gender Options on District Forms	Trustee Paynter		

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ensure that all forms used by the District that require individuals to report gender information include non-binary options.

**I. NOTICE OF MOTION**

**J. GENERAL ANNOUNCEMENTS**

**K. 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.





# Aboriginal Education

Greater Victoria School District

556 Boleskine Road, Victoria, B.C. V8Z 1E8

**Telephone:** 250 475-4124

**Fax:** 250 475-4109

## MEMO

To: Education Policy and Directions Committee

From: Craig Schellenberg, District Principal, Aboriginal Education

Date: February 27, 2019

Re: **Aboriginal Education Annual Report**

---

### **Coordinated Approach:**

The District is acutely aware of the achievement gaps and lagging graduation rates among First Nations students. We have undertaken a coordinated approach among all learning departments to develop goals and strategies for improvement.

### **BC Ministry of Education *How Are We Doing Report 2017-18:***

Highlights of this latest report will be shared. The full report can be viewed at the following link:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/reports/ab-hawd/ab-hawd-school-district-061.pdf>

### **Aboriginal Education Goals:**

Aboriginal Education Goals are organized under four themes that encompass best practice and research.

1. Academic Achievement – literacy, numeracy, attendance, retention, graduation
2. Belonging and Identity – student perspective, voice and experience
3. Awareness and Understanding – Aboriginal and non-Aboriginal shared history, culture
4. Relationship and Partnership – close collaboration with local Nations and other partners

### **Moving Forward:**

Current work to improve student outcomes includes targeted teacher professional development, new programs such as Grad Coach and Elders in Schools, and the development of Local Education Agreements with both Nations.

# Acknowledgement of Traditional Territory

*There have always been Indigenous peoples in the spaces we call home, and there always will be.*

Territorial acknowledgements have existed for centuries as part of many Indigenous cultures. In recent years it has become common practice for organizations and individuals to acknowledge the land and the traditional custodians of the land at the beginning of gatherings.

## 1. Why is it important to acknowledge traditional territory?

- Acknowledging territory shows recognition and respect for the land and the traditional inhabitants of the land, both past and present. Recognition and respect are essential elements of establishing healthy, reciprocal relationships.
- Practicing acknowledgement can raise awareness of the history of the land and its first peoples that is often not well-known by non-Indigenous inhabitants.

## 2. Who should acknowledge traditional territory?

- The person giving the acknowledgment should be the person hosting or leading the gathering, regardless if they are Indigenous or non-Indigenous (acknowledgment of traditional territory is different than “welcoming” to territory, which would be done by local Nation leaders).

## 3. When is it appropriate to acknowledge traditional territory?

- It is appropriate to offer acknowledgment of traditional territory at large gatherings, events, assemblies, and meetings.
- Acknowledgement of territory can also be done in the classroom as a teaching tool or an inquiry. What do you know about the history of the land on which your school is located? What do you know about the local Nations? Why is land of such vital importance to Indigenous peoples?

## 4. How does one do an acknowledgement of traditional territory?

- The territorial acknowledgement should be done at the very beginning of the gathering (if you forget, just go ahead and acknowledge during the gathering!). SD61, in collaboration with the Songhees and Esquimalt Nations, has developed the acknowledgement statement that you see at the bottom of this page.
- The territorial acknowledgement should be approached not as an obligatory set of words to rush through in order to get on with the “real business”, but rather approached in the spirit of good relationship and understood as an important part of the “business”. The acknowledgement is also a call to give of our time and energy to learn and to build relationship.

***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) 475-4106 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*

February 12, 2019

Via email: [Victoria\\_Commission@BCTransit.Com](mailto:Victoria_Commission@BCTransit.Com)

Dear members of the Victoria Regional Transit Commission,

I am writing on behalf of the Board of Education of School District No. 61. I am writing to request the Commission's consideration of approving a new fare product to serve a number of students in our District. Recently, the Federal and Provincial governments and the First Nations Education Steering Committee came together to create a new transportation opportunity for First Nations students who live on reserve. The purpose of the plan is to have local school districts work with local nations to create local solutions on the issue of transportation. Currently, we are in the middle of our collaborative planning.

We know that attendance at school is a direct indicator of student achievement and access to transportation can impact school attendance. We have recently discussed with the local Nations the possibility of applying to the Commission to approve a new product that would provide a pass that would in effect act as a universal 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. In discussions with the Nations they are completely supportive of such an exciting opportunity and will provide letters of support to move forward.

The District will collaborate with the Nations regarding the administration of such a pilot program. We thank you for your consideration and are happy to provide any additional information as required.

Yours Sincerely,



Jordan Watters  
Chair, Board of Education

Cc: Shelley Green, Superintendent  
Craig Schellenberg, District Principal  
Board of Education

*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.*



# Songhees Nation

February 20, 2019

Victoria Regional Transit Commission

Dear Members,

Transportation has been identified as a barrier to First Nations students' success in the public system. Under the New *BC Tripartite Education Agreement: Supporting First Nation Student Success* (BCTEA), Canada, BC and the First Nations Education Steering Committee have committed to ensure that First Nation Students living on-reserve get to and from BC Public Schools.

Songhees Nation and Greater Victoria School District are in the process of developing a joint First Nations Students Transportation Plan and have agreed to request to the commission the approval of a U-Pass system, similar to the University and College, for our secondary students who live on reserve. Songhees has approximately 40 students who attend the secondary public schools in the District.

Songhees Nation and the District will be working collaboratively with this initiative and supports the District's request to consider providing a U-Pass to secondary students who live on Songhees reserve.

Thank you for your consideration,

Francine L'Hirondelle  
Director of Education Services



**ESQUIMALT NATION**  
1189 KOSAPSUM CRESCENT  
VICTORIA, BC V9A 7K7  
PH: 250-381-7861  
FAX: 250-384-9309

February 14, 2019

Dear Members of the Victoria Regional Transit Commission,

**Re: Transportation for Indigenous Students within School District 61**

My name is Trisha Chestnutt, and I am the Education and Programs Manager with Esquimalt Nation. I am writing on behalf of Esquimalt Nation in support of the Board of Education of School District 61, in regards to transportation for Indigenous students who attend Esquimalt High School and Victoria High School.

Our experience indicates that student attendance and transportation are directly linked. Students from Esquimalt Nation, who are in grades 9-12, require reliable, accessible and affordable transportation in order to attend school on a daily basis. We are in support of the development of a Universal Bus Pass for Indigenous students who live on Reserve on Esquimalt and Songhees lands.

We are thankful for the opportunity to support the Board of Education of School District 61 in the proposal to create a new universal bus pass that would support Indigenous students' transportation requirements.

Should you require any further information, please do not hesitate to contact me.

Hay'sxw'qa, Miigwech, Many thanks,

Trisha Chestnutt

Trisha Chestnutt – M.A., RRP, RVP, RCSS  
Education and Programs Manager  
Esquimalt Nation  
1189 Kosapsum Crescent  
Victoria, BC V9A 7K7  
(250-590-1555  
[education@esquimaltnation.ca](mailto:education@esquimaltnation.ca)

# Aboriginal Student Statistics

	<u>Feb. 2019</u>	<u>Sept. 2018</u>
Aboriginal Ancestry Total:	1581	1547
Program Code:	1553	1533
Status on Reserve: Esquimalt	54 (3%)	53 (3%)
[Nominal Roll: MOE] Songhees	106 (7%)	106 (7%)
Full Day Kindergarten	132	125

[MOE 1701 Verification Report]

	<u>Feb. 2019</u>	<u>Sept. 2018</u>
Métis:	333 (21%)	317 (20%)
Non-status:	434 (27%)	417 (27%)
Status Off-reserve:	638 (41%)	637 (41%)
Status On-reserve:	160 (10%)	159 (10%)
Inuit:	16 (1%)	17 (1%)

[School Aged students statistics provided by MyEdBC reporting]





### Aboriginal Student Totals by School - February 20, 2019

<b>ELEMENTARY</b>	
Braefoot	9
Campus View	8
Cloverdale	14
Craigflower	96
Doncaster	23
Eagle View	21
Frank Hobbs	22
George Jay	93
Hillcrest	15
James Bay	27
Lake Hill	5
Macaulay	37
Margaret Jenkins	10
Marigold	20
McKenzie	14
Northridge	23
Oaklands	31
Quadra	58
Rogers	22
Sir James Douglas	23
South Park	18
Strawberry Vale	18
Tillicum	53
Torquay	9
Victor	1
Vic West	31
View Royal	29
Willows	14
<b>TOTAL ELEMENTARY</b>	<b>744</b>

<b>MIDDLE SCHOOL</b>	
Arbutus	19
Cedar Hill	27
Central	65
Colquitz	49
Glanford	22
Gordon Head	14
Lansdowne	41
Monterey	9
Rockheights	36
Shoreline	73
<b>TOTAL MIDDLE</b>	<b>355</b>

<b>SECONDARY</b>	
Esquimalt	121
Lambrick Park	26
Mt. Douglas	31
Oak Bay	26
Reynolds	45
Spectrum	75
Vic High	78
S.J. Willis Alt.Ed.	67
Home Learners' Link	10
Cont. Ed. (school aged)	3
<b>TOTAL SECONDARY</b>	<b>482</b>

<b>TOTAL ELEMENTARY:</b>	<b>744</b>
<b>TOTAL MIDDLE:</b>	<b>355</b>
<b>TOTAL SECONDARY:</b>	<b>482</b>
<b>GRAND TOTAL:</b>	<b>1581</b>
<b>Funded FTEs:</b>	<b>1553</b>



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

---

**REGULAR MINUTES**

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

**Other Trustees Present:** 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.

**Motion to Amend Carried Unanimously**

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.

**Motion to Amend Carried**

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.

**Motion Carried**

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.

# Office of the Secretary Treasurer

*Mark Walsh - Secretary Treasurer*

---

**TO:** Operations Policy and Planning Committee  
**FROM:** Mark Walsh, Secretary-Treasurer  
**DATE:** March 4, 2019  
**RE:** **Boundary Review Update**

---

This matter has been included as a standing agenda item at Operations Policy and Planning Committee meetings in order to provide regular updates on the status of the boundary review.

Mark Walsh, J.D.  
Secretary-Treasurer, Greater Victoria School District

*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.*





# FACILITIES SERVICES

---

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

---

TO: Operations Policy and Planning Committee

FROM: Chuck Morris, Director of Facilities Services

DATE: March 4, 2019

RE: **Northridge Field**

---

## **Background:**

The first phase of the field drainage replacement of Northridge Elementary was tendered on June 27, 2018. The following bids were received:

1. Fusions Pipe Solutions for \$165,000.00 + tax
2. Socor Contracting for \$259,798.00 + tax
3. Victoria Drain Services for \$174,010.00 + tax

Both the low bid and middle bid were close to the engineer's estimate for the scope of work. After references had been called, a contract (purchase order) was created with Fusion Pipe Solutions. Fusion began the work on August 22nd.

While on site, the work by Fusion was very slow and of poor quality. The originally estimate of 3 weeks for the work took until October 26th to complete. Fusion employed the unusual pipe laying method of connecting the pipe above ground and rolling them into the trench. During field reviews, the engineer found many issues with the quality of work including improper grade, the wrong type/radius of connections, and poor headwall construction for the outfall. Additionally, Fusion damaged a sanitary sewer pipe that was marked on the plans, choosing to excavate through it rather than around it. Their repairs appear to be of poor quality and will be replaced at the School District's expense in the Spring.

After the trenches had been excavated, it was clear that the plan of using sand and clay mixed into the native soil as trench fill would not work. The native soil had a high clay content and would not have drained. Refilling the trenches with the clay would have "plugged" the field drain.

It was decided that all of the clay would be disposed of off-site and the trenches would be backfilled with a topsoil mixture that promoted drainage. We found a contractor to haul the spoil and Fusion coordinated importing the topsoil. These were separate costs not added to the original contract.

On two occasions, Fusion attempted to invoice for more than the progress on site indicated they were owed. Their initial invoice did not include a Builder's Lien Holdback, which was corrected on the next invoice. When trying to correct invoices, it often took up to a week to receive correspondence back from Fusion. Two holdbacks in addition to the Builder's Lien were agreed to with Fusion: \$5,173.41 for extra consulting fees incurred from the extended schedule and re-inspection of deficient items, as well as \$5,000.00 to cover the cost of having an OH&S specialist monitor the replacement of the asbestos concrete sanitary pipe that Fusion damaged, with remains of the \$5,000 to be returned to Fusion.

In December, we became aware that Fusion had balances owing to O'Dell Slinger and JS Excavating, two sub-contractors that they employed on the project. It was at this point, after negotiating holdbacks and establishing substantial completion with the contractor, that we stopped issuing payment. On February 7<sup>th</sup>, we received an email from Fusion's bonding company, Echelon Insurance, that they had received a claim from a supplier, Emco, against the Labour and Materials bond.

O'Dell and JS Excavating were in touch with Echelon, but they were outside of the bond and Builder's Lien holdback periods. After speaking with Heidi Khoe from Echelon, she agreed that the School District can pay those sub-contractors with the remaining contract funds owed to Fusion and the balance would be paid to Echelon to recover their losses.

**Discussion:**

As the field was left in less than desirable condition after the contractor left and did not return (and has since gone out of business), School District staff will remediate and build it back to a decent useable playing field. Staff will be starting within the next two weeks and will work through until they have it completed. Once completed, the field must remain closed for use so the Annual Rye and Fescue seed can take root and develop. To ensure strong root growth is established and firms up, common practise is to leave the field out of bounds for as close to a year as possible. During this time the area will be fenced off. It is our desire to make the field available to the school as soon as possible, considering the closure timeline.

Chuck Morris  
Director of Facilities Services

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Shelley Green, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Operations Policy and Planning Committee

FROM: Shelley Green, Superintendent of Schools

DATE: March 4, 2019

**RE: Trustee Questions**

---

During this portion of the Committee 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.