

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

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

## **REGULAR MEETING**

**(Please note that a Special In-Camera Board Meeting  
will precede the Regular OPPs Meeting)**

**OPPs Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Monday, May 13, 2019 at 7:00 P.M.**

**OPERATIONS POLICY AND PLANNING COMMITTEE**

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

**Regular Agenda for Monday, April 15, 2019 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: 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.*

<b>Estimated Times</b>		<b>Presenter</b>	<b>Status</b>	<b>Attachment</b>
7:00-7:05	<b>1. APPROVAL OF THE AGENDA</b>			Pgs. 1-2
	<b>2. APPROVAL OF THE MINUTES</b>			
7:05-7:10	A. Combined Education Policy and Directions Committee and Operations Policy and Planning Committee Meeting of Monday, March 4, 2019			Pgs. 3-8
	<b>3. BUSINESS ARISING FROM MINUTES</b>			
7:10-7:20	<b>4. PRESENTATIONS TO THE COMMITTEE</b>			
	A. Request for Easement at Quadra Warehouse to Support Urban Connectivity and Community	Luke Mari		
	B. Increased Funding for Educational Assistants	Jane Massy		
	<b>5. SUPERINTENDENT'S REPORT</b>			
7:20-7:25	A. Recognition of Student Representatives Eryn Gaunt and Taylor Chenard Lambrick Park Secondary School	Shelley Green		
	<b>6. PERSONNEL ITEMS</b>			
	<b>7. FINANCE AND LEGAL AFFAIRS</b>			
7:25-7:55	A. Annual Budget 2019/2020	Mark Walsh	Information	Pgs. 9-41
7:55-8:05	B. Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20	Mark Walsh	Motions	Pgs. 42-47

**Recommended motions:**

- i) 

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 at the meeting of April 23, 2019.
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- ii) That Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 be:
- Read a first time the 23<sup>rd</sup> day of April, 2019;  
Read a second time the 23<sup>rd</sup> day of April, 2019;  
Read a third time, passed and adopted the 23<sup>rd</sup> day of April, 2019;
- and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

8:05-8:10 C. Policy Sub-Committee Mark Walsh Motion Pgs. 48-49

**Recommended motion:**

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to solicit expressions of interest including quotes for the services of a governance specialist to create a streamlined policy manual and administrative procedures manual and report to the Policy Sub-Committee who will provide a recommendation to the Board.

**8. FACILITIES PLANNING**

8:10-8:15	A. Water Quality Update	Mark Walsh	Information	Pg. 50
8:15-8:20	B. Childcare Update	Mark Walsh	Information	Pgs. 51-52
8:20-8:25	C. Inclusion for Learning Strategy Update	Mark Walsh	Information	Pgs. 53-61

**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**10. NEW BUSINESS**

8:25-8:30	A. Trustee Questions			Pg. 62
8:30-8:40	B. School Theatres	Trustee McNally		

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a budget that includes provision for no charge for SD61 schools that do not have a theatre to use school theatres in SD61 for school drama and music productions.

8:40-8:50 C. Reading Recovery Trustee McNally

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a budget that includes provision for full salary payment from the District budget for Reading Recovery teachers.

**11. NOTICE OF MOTION**

**12. GENERAL ANNOUNCEMENTS**

**13. ADJOURNMENT**



**Combined Education Policy and Directions Committee  
and Operations Policy and Planning Committee Meeting  
March 4, 2019 – Tolmie Board Room**

**MINUTES**

**Education Policy and Directions Committee Members Present:** Nicole Duncan, Chair; Tom Ferris; Diane McNally; Ryan Painter

**Operations Policy and Planning Committee Members Present:** Rob Paynter, Chair; Angie Hentze; Elaine Leonard; Ann Whiteaker

**Regrets:** Jordan Watters, Board Chair

**ADMINISTRATION:** Shelley Green, Superintendent; Deb Whitten, Deputy Superintendent; Greg Kitchen, Associate Superintendent; Colin Roberts, Associate Superintendent; Mark Walsh, Secretary-Treasurer; Katrina Stride, Associate Secretary-Treasurer; Louise Sheffer, Director, Learning Team; Craig Schellenberg, District Principal, Aboriginal Nations Education; Harold Caldwell, Director, Learning Support Team

The meeting was called to order at 7:01 p.m.

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

**1. APPROVAL OF THE COMBINED EDUCATION POLICY AND DIRECTIONS COMMITTEE AND OPERATIONS POLICY AND PLANNING COMMITTEE MEETING AGENDA**

*It was moved by Trustee Ferris:*

That the March 4, 2019 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting agenda be approved with the following amendments:

1. Move all presentations under agenda item 3. Operations Policy and Planning Committee Meeting C. Presentations to 2. Education Policy and Directions Committee Meeting C. Presentations to the Committee
2. Move agenda item 2. Education Policy and Directions Committee Meeting D. New Business 6. Surveys for Inclusive Learning Strategy to follow 2. Education Policy and Directions Committee Meeting D. New Business 4. Inclusive Learning Environments

**Motion Carried Unanimously**

**2. EDUCATION POLICY AND DIRECTIONS COMMITTEE - Trustee Duncan, Chair**

**A. APPROVAL OF THE MINUTES**

**1. Education Policy and Directions Committee Meeting of Monday, February 4, 2019**

*It was moved by Trustee Ferris:*

That the February 4, 2019 Education Policy and Directions Committee meeting minutes be approved with the following amendments:

1. Add Ann Whiteaker to the list of *Other Trustees Present*
2. Change the mover on agenda item C. New Business C4. Report on District Privacy Practices from Trustee Watters to Trustee Duncan

**Motion Carried Unanimously**

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**B. BUSINESS ARISING FROM MINUTES - None**

**C. PRESENTATIONS TO THE COMMITTEE**

1. The Existence Project - Keeping it Human - Mark Curuvija
2. South Park Family School - Jenn Sutton
3. South Park Family School - Kristil Hammer
4. Safe Routes to School/French Immersion - Carrie Smart
5. Cloverdale Traditional School - Betty Tsai
6. Cloverdale Traditional School - Melanie Butchart
7. Boundary Review - Juliet Coates

Chair Duncan thanked all of the speakers for their presentations.

**D. NEW BUSINESS**

**1. Recognition of Student Representative**

Superintendent Green welcomed Isha Rattu, student representative from Spectrum Community School.

**2. Aboriginal Education Annual Report**

Craig Schellenberg, District Principal, Aboriginal Nations Education, and Louise Sheffer, Director, Learning Team, presented the committee with an overview of the Aboriginal Education Department, including the targeted goals and coordinated efforts being made to improve achievement rates for indigenous students. Mr. Schellenberg and Ms. Sheffer informed the committee of several initiatives currently underway, including a pilot program with BC Transit to provide universal bus passes to approximately 70 secondary students living on reserve, and the implementation of new programs, such as Elders in Schools.

Trustees and stakeholders asked questions of clarification. Chair Duncan thanked Mr. Schellenberg and Ms. Sheffer for their informative presentation.

**3. Feminine Hygiene Products in Schools**

Trustee Painter presented his motion and rationale.

*It was moved by Trustee Painter:*

That the Board of Education of School District 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.
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Trustees discussed the motion and an amendment was proposed.

*It was moved by Trustee Paynter:*

That the motion, "That the Board of Education of School District 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." be amended to replace the words "District Schools" with the words "school washrooms".
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Discussion ensued amongst Trustees with a recommendation being made to refer the motion.

*It was moved by Trustee Whiteaker:*

That the motion, "That the Board of Education of School District 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.", be referred to the student representative committee and that student input be reported back to the next Education Policy and Directions Committee.

**Motion Carried Unanimously**

#### **4. Inclusive Learning Environments**

Trustee Whiteaker presented the motion on behalf of Trustee Watters.

*It was moved by Trustee Whiteaker:*

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 BCEdAccess 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.

Trustee Whiteaker proposed an amendment to the motion.

*It was moved by Trustee Whiteaker:*

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to consult with the Victoria Confederation of Parents Advisory Councils and BCEdAccess 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.", be amended to replace the word "BCEdAccess" with the words "the appropriate VCPAC sub-committee".

**Motion Carried Unanimously**

Trustee Painter proposed an amendment to the amended main motion.

*It was moved by Trustee Painter:*

That the motion, "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 the appropriate VCPAC sub-committee 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.", be amended to replace the word "April" with the word "May".

**Motion Carried Unanimously**

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

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 the appropriate VCPAC sub-committee 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 May 2019 Education Policy and Directions Standing Committee meeting.

**Motion Carried Unanimously**

## 5. Surveys for Inclusive Learning Strategy

Trustee Ferris assumed the position of Chair, so that Trustee Duncan could present her motion and rationale.

*It was moved by 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.

Trustee Duncan moved an amendment to her motion.

*It was moved by Trustee Duncan:*

That the motion, "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.", be amended to replace the words "inclusive learning strategy" with the words "Learning Support Operational Plan's goals", and replace the words "involved in delivering the inclusive learning strategy" with the words "regarding Goal 1: Provide meaningful and purposeful educational opportunities for vulnerable students with diverse learning needs while considering the physical, social-emotional and academic domains."

**Motion Carried Unanimously**

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

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 Learning Support Operational Plan's goals. The purpose of the first survey will be to gather feedback from all staff regarding Goal 1: Provide meaningful and purposeful educational opportunities for vulnerable students with diverse learning needs while considering the physical, social-emotional and academic domains. 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.

**Motion Carried Unanimously**

## 6. Funding Model Review

Trustee Ferris assumed the position of Chair, so that Trustee Duncan could present information for discussion.

Trustees, stakeholders and administrators discussed the various recommendations noted in the Ministry funding model. It was suggested that Trustee Duncan compile a draft of the feedback received and report back to the March 11, 2019 regular Board meeting.

**E. NOTICE OF MOTION - None**

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

**A. APPROVAL OF THE MINUTES**

**1. Operations Policy and Planning Committee Meeting of Monday, February 11, 2019**

*It was moved by Trustee Leonard:*

That the February 11, 2019 Operations Policy and Planning Committee meeting minutes be approved with the following amendment:

1. Add the voting record for agenda item 10. New Business B. Victor School

**Motion Carried Unanimously**

**B. BUSINESS ARISING FROM MINUTES - None**

**C. PRESENTATIONS - None**

**D. SUPERINTENDENT'S REPORT**

**1. Boundary Review Update**

Associate Superintendent Colin Roberts provided an update on the catchment boundary review process, including the motion that was passed at the Monday, February 25, 2019 Board meeting, directing administration to remove Victor School as a proposed catchment school from the boundary review process and to provide alternatives to address school capacity concerns. Mr. Roberts highlighted that the deadline to submit feedback to the Board of Education had been extended to Friday, March 8, 2019 at 3:00p.m. Trustees were advised that a report with recommendations would be provided to the Board in early April, once all of the feedback has been collected.

**E. PERSONNEL ITEMS - None**

**F. FINANCE AND LEGAL AFFAIRS - None**

**G. FACILITIES PLANNING**

**1. Northridge Field**

Secretary-Treasurer Walsh provided highlights of the report from Director of Facilities Services, Chuck Morris, regarding the replacement of Northridge Field. Secretary-Treasurer Walsh advised the committee that school district staff will remediate the field. It was estimated that the field would be available for use next Spring.

**H. NEW BUSINESS**

**1. Trustee Questions - None**



## 2. Gender Options on District Forms

Trustee Whiteaker assumed the position of Chair, so that Trustee Paynter could present his motion and rationale.

*It was moved by Trustee Paynter:*

That the Board of Education of School District 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.

**Motion Carried Unanimously**

I. NOTICE OF MOTION - None

J. GENERAL ANNOUNCEMENTS - None

K. ADJOURNMENT

*It was moved by Trustee Leonard:*

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 10:10 p.m.

**TO:** Operations Policy and Planning Committee

**FROM:** Mark Walsh, Secretary-Treasurer

**DATE:** April 15, 2019

**RE:** **ANNUAL BUDGET 2019/2020**

The 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 \$250,754,515 includes the total budgeted expenses in the operating, special purpose and capital funds.

- Statement 2 of the 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.

## OPERATING FUND

### **Schedule 2 Annual Budget – Schedule of Operating Operations**

The following table summarizes the 2019/2020 Annual Budget – Operating Fund compared to the 2018/2019 Annual Budget – Operating Fund:

	<b>2019/2020 Annual Budget</b>	<b>2018/2019 Annual Budget</b>	<b>Increase</b>
Revenues	\$ 202,773,087	\$ 194,362,686	\$ 8,410,401
Expenses	206,782,854	196,870,396	9,912,458
Net Revenue (Expense)	(4,009,767)	(2,507,710)	(1,502,057)
Budgeted Prior Year Surplus Appropriation	5,449,037	3,946,980	1,502,057
Net Transfers to other funds	(1,439,270)	(1,439,270)	-
Budgeted Surplus (Deficit), for the year	\$ -	\$ -	\$ -

*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.*

Budgeted revenues have increased by \$8.4M in the amended annual budget, and budgeted expenses have increased by \$9.9M.

A 2% general wage increase effective July 1, 2019 was built into salaries in the 2019/2020 Annual Budget. This is based on the signed Provincial Framework Agreement between BC Public School Employers' Association (BCPSEA) and the K-12 Presidents' Council and Support Staff Unions as it is expected that all unionized employee groups will receive at least this amount. The 2% related to unionized employee groups will be fully funded by the Ministry of Education once the collective agreements are ratified. However, no revenue has been included in the 2019/2020 Annual Budget. Rather, the anticipated funding for this has been temporarily included in the Budgeted Prior Year Surplus Appropriation. It is expected that the District will receive \$2.0M to fund this salary increase; therefore, the structural deficit is actually \$3.4M, compared to the \$5.4M noted in the table above. There has been a \$0.5M reduction in the structural deficit compared to 2018/2019.

Instruction expenses have increased by \$8.0M. This is a result of increased enrolment and salary increases for employees.

District Administration expenses have increased by \$1.0M, or .02% of the 2018/2019 Annual Budgeted Expenditures. A review was performed of programs in the Information Technology for Learning department. Programs previously recorded under 1.02 Regular Instruction were reallocated to 4.11 Educational Administration and 4.41 Business Administration based on the Ministry of Education's "Operating Fund Account Descriptions" manual.

Operations and Maintenance expenses have increased by \$1.0M. This is a result of salary increases for employees and a \$0.1M increase in the annual cost of the Next Generation Network (NGN).

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

	<b>2019/2020 Annual Budget</b>	<b>2018/2019 Annual Budget</b>	<b>Increase (Decrease)</b>
Operating Grant, Ministry of Education	\$178,824,797	\$172,517,370	\$6,307,427
Other Ministry of Education Grants	4,736,196	3,006,617	1,729,579
Tuition	14,398,648	14,363,383	35,265
Other Revenues	1,953,506	1,464,268	489,238
Rentals and Leases	1,829,940	1,981,048	(151,108)
Investment Income	1,030,000	1,030,000	-
<b>Total Operating Revenue</b>	<b>\$202,773,087</b>	<b>\$194,362,686</b>	<b>\$8,410,401</b>

### **Operating Grant, Ministry of Education**

The Operating Grant has increased by \$6.3M due to the following factors:

- 1) Overall school-aged enrolment has increased by 242 FTE from the 2018/2019 Annual Budget as shown below, resulting in a grant increase of \$1.8M. Special Needs, English Language Learning and Aboriginal Education enrolment have also increased resulting in a grant increase of \$1.4M.

	2019/2020 Annual Budget	2018/2019 Final September 30	2018/2019 Annual Budget
<b>School-Aged</b>			
Elementary/Middle Secondary	19,347	19,294	19,122
Alternate schools	158	156	145
Continuing Education*	21	24	17
Distributed Learning*	65	97	65
<b>Total School-Aged</b>	19,591	19,571	19,349
<b>Adult Students*</b>	35	35	47
<b>Summer Learning</b>	39	39	55
<b>Unique Student Needs</b>			
Special Needs Level 1	25	27	22
Special Needs Level 2	803	788	775
Special Needs Level 3	470	462	418
English Language Learning	1,883	1,883	1,808
Aboriginal Education	1,564	1,533	1,432
<b>International Students (Long-term)</b>	990	1,008	995

*\*Includes February and May 2019 estimates*

- 2) The funding levels per FTE increased from 2018/2019, resulting in an increase to school-aged funding of \$0.9M. Special Needs, English Language Learning and Aboriginal Education funding levels per FTE have also increased resulting in a grant increase of \$1.4M.

	2019/2020 Funding Levels per FTE	2018/2019 Funding Levels per FTE	Increase
School-Age Enrolment (Standard Schools)	\$ 7,468	\$ 7,423	\$ 45
Continuing Education	7,468	7,423	45
Distributed Learning	6,100	6,100	-
Adult Education	4,773	4,696	77
Special Needs – Level 1	42,400	38,800	3,600
Special Needs – Level 2	20,200	19,400	800
Special Needs – Level 3	10,250	9,800	450
English Language Learning	1,495	1,420	75
Aboriginal Education	1,450	1,230	220

- 3) Summer School grant has decreased by \$0.05M due to decreases in enrolment. The Teacher Salary Differential has increased by \$0.8M and the Unique Geographic Factors & Transportation Grant has increased by \$0.1M.

### Other Ministry of Education Grants

Other Ministry of Education Grants increased by \$1.7M due to the following factors:

- 1) 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. No funding was included in the 2018/2019

Annual Budget due to the uncertainty around the number of students expected. The 2019/2020 Annual Budget includes \$0.06M of funding for graduated adults, based on actual enrolment in 2018/2019.

- 2) The Ministry of Education has provided districts with funding for Employer Health Tax (EHT) costs. In 2019/2020 the District will receive \$1.6M, which has been incorporated into the 2019/2020 Annual Budget. The Ministry also provided the District with \$0.5M for 2018/2019. This amount was not built into the 2018/2019 Annual or Amended Annual budget as the funding was just announced in March 2019, subsequent to the preparation of these budgets. The expenditures related to this grant have been included in Employee Benefits in the 2019/2020 Annual Budget.
- 3) The Ministry of Education has provided districts with funding for the Transportation Supplement \$0.02M in 2019/2020. The Ministry also provided the District with \$0.02M in 2018/2019; however, the funding was announced subsequent to the preparation of the 2018/2019 Annual Budget. Expenditures relating to this grant have also been included in the 2019/2020 Annual Budget.
- 4) Historically, the District has received a \$0.02M Foundation Skills Assessment (FSA) activities grant. This grant has never been built into the annual budget; however, given the predictability of receiving this grant again, it has now been included in 2019/2020 Annual Budget. Expenditures relating to this grant have also been included in the 2019/2020 Annual Budget.

### **Tuition**

International tuition fees have increased by \$0.03M. Long-term enrolment has decreased by 5 FTE, offset by short-term enrolment increase of 14 students compared to the 2018/2019 Annual Budget.

### **Other Revenues**

Other revenues increased by \$0.5M due to the following factors:

- 1) Cafeteria revenue increased by \$0.1M as cafeteria revenues and expenditures were previously included as Special Purpose in School Generated Funds.
- 2) International Student Program revenues increased by \$0.3M due to recognizing recoveries as revenues (previously they were recorded as recoveries of expenses).

### **Rentals and Leases**

Rentals and Leases Revenue decreased by \$0.2M as revenue received from leasing Richmond Elementary has not been included in the 2019/2020 Annual Budget. Richmond Elementary will house Braefoot Elementary students while the school is undergoing seismic upgrades in 2019/2020.

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

	2019/2020 Annual Budget	2018/2019 Annual Budget	Increase
<b>Salaries</b>			
Teachers	\$ 90,827,114	\$ 85,786,515	\$ 5,040,599
Principals and Vice Principals	13,518,126	12,495,805	1,022,321
Educational Assistants	18,929,842	17,990,349	939,493
Support Staff	18,271,847	17,575,875	695,972
Other Professionals	4,461,121	4,264,085	197,036
Substitutes	7,795,996	7,460,144	335,852
Total Salaries	153,804,046	145,572,773	8,231,273
<b>Employee Benefits</b>	35,010,087	34,234,154	775,933
<b>Services and Supplies</b>			
Services	5,305,297	5,090,007	215,290
Student Transportation	1,038,960	1,018,933	20,027
Professional Development and Travel	762,477	663,417	99,060
Rentals and Leases	115,235	-	115,235
Dues and Fees	94,980	88,207	6,773
Insurance	372,000	365,000	7,000
Supplies	5,803,860	5,488,886	314,974
Utilities	4,475,912	4,349,019	126,893
Total Services and Supplies	17,968,721	17,063,469	905,252
Total Operating Expense	\$206,782,854	\$196,870,396	\$ 9,912,458

### Salaries

- 1) Teacher salaries increased by \$5.0M due to 15 additional teachers hired as a result of increased enrolment. Furthermore, teachers have received the following increases: 1% plus 0.4% economic stability dividend May 1, 2018, 0.5% July 1, 2018, 1% plus 0.75% economic stability dividend May 1, 2019 and an anticipated salary increase of 2% July 1, 2019. The 2% general wage increase on July 1, 2019 was built into the 2019/2020 Annual Budget based on the signed Provincial Framework Agreement between BC Public School Employers' Association (BCPSEA) and the K-12 Presidents' Council and Support Staff Unions as it is expected that teachers will receive at least what CUPE 947 and CUPE 382 receive. The 2% increase will be fully funded by the Ministry of Education once the British Columbia Teachers' Federation comes to an agreement with BCPSEA. However, no revenue has been included in the 2019/2020 Annual Budget. Rather, the anticipated funding for the increased expense has been temporarily included in the Budgeted Prior Year Surplus Appropriation.
- 2) Principals and Vice-Principals salaries increased by \$1.0M due to most principals and vice-principals moving to Level C of the regional salary model effective September 1, 2018 (or after 12 months in their position, whichever is the latter). Furthermore, there was an increase of 2.0 FTE due to the hiring of a new District Vice-Principal of Career Programs subsequent to the preparation of the 2018/2019 Annual Budget and the hiring of a District Principal of Human Resource Services (previously an Exempt position).
- 3) Educational Assistants salaries increased by \$0.9M, due to an increase of 9.0 FTE due to special needs enrolment growth. Furthermore, CUPE 947 employees have received the following increases: 1% plus 0.4% economic stability dividend May 1, 2018, 0.5% July 1, 2018, 1% plus 0.75% economic stability dividend May 1, 2019 and an anticipated salary increase of 2% July 1, 2019. The 2% general wage

increase on July 1, 2019 was built into the 2019/2020 Annual Budget based on the signed Provincial Framework Agreement between BC Public School Employers' Association (BCPSEA) and the K-12 Presidents' Council and Support Staff Unions. The 2% increase will be fully funded by the Ministry of Education once CUPE locals and their respective school districts come to an agreement. However, no revenue has been included in the 2019/2020 Annual Budget. Rather, the anticipated funding for this increase has been temporarily included in the Budgeted Prior Year Surplus Appropriation.

- 4) Support Staff salaries increased by \$0.7M due to salary increases as follows: 1% plus 0.4% economic stability dividend May 1, 2018, 0.5% July 1, 2018, 1% plus 0.75% economic stability dividend May 1, 2019 and an anticipated salary increase of 2% July 1, 2019. The 2% general wage increase on July 1, 2019 was built into the 2019/2020 Annual Budget based on the signed Provincial Framework Agreement between BC Public School Employers' Association (BCPSEA) and the K-12 Presidents' Council and Support Staff Unions. The 2% increase will be fully funded by the Ministry of Education once CUPE locals and their respective school districts come to an agreement. However, no revenue has been included in the 2019/2020 Annual Budget. Rather, the anticipated funding for this increase has been temporarily included in the Budgeted Prior Year Surplus Appropriation.
- 5) Other Professionals salaries increased by \$0.2M due to exempt staff moving to the next step of the Salary Range for Excluded Staff effective September 1, 2018 (or after 12 months in their position, whichever is the latter). This was partially offset by a decrease of 1.0 FTE due to the hiring of a District Principal of Human Resource Services, a position previously held by an Exempt staff member.
- 6) Substitutes salaries increased by \$0.3M due to an increase in teachers and educational assistants. Furthermore, substitutes received the same salary increases as the other unionized positions (teachers, educational assistants and support staff).

### **Employee Benefits**

The increase in employee benefits expense arose from additional employees hired as noted above, the increase of the Employer Health Tax (EHT) which came into effect January 1, 2019, offset by the reduction of the Teacher Pension Plan effective January 1, 2019 which decreased from 13.23% to 11.30%. The increase in EHT has been funded by the Ministry of Education for 2019/2020 and is included in Other Ministry of Education Grants (\$1.6M).

### **Services and Supplies**

During the preparation of the 2019/2020 Annual Budget, a detailed review of operating budget expenditures was performed and expenditure budgets were reallocated to reflect where spending was actually occurring. This has affected Services, Professional Development and Travel, Dues and Fees, Insurance and Supplies. Other significant changes are as follows:

- 1) Services expense increased by \$0.2M. Services in Career Programs increased by \$0.3M to reflect fees paid to Camosun College for post-secondary institution courses take by District students. Students taking these courses are claimed through Continuing Education and Distributed Learning. These expenses, and the related revenue, were not previously budgeted, but are now reflected in the 2019/2020 Annual Budget. The increase in services has been partially offset by a decrease of \$0.16M in election expenditures as no election is taking place in 2019/2020.
- 2) Student Transportation expenses increased by the Transportation Supplement of \$0.02M.
- 3) Rentals and Leases expenses increased by \$0.1M as the District entered into operating leases for fleet vehicles after the preparation of the 2018-2019 Annual Budget.



- 4) Supplies have increased by \$0.3M due to \$0.15M of cafeteria expenses being recognized to offset the cafeteria revenue included in Other Revenues, \$0.1M increase of custodial expenses to reflect actual historical expenditures and \$0.1M in school supplies due to increased enrolment.
- 5) The increase in utilities is the result of an increase in Next Generation Network (NGN) costs. The 2018/2019 NGN costs had not yet been announced at the time the 2018/2019 Annual Budget was prepared; therefore, NGN costs included in the 2018/2019 Annual Budget were lower than 2018/2019 actual costs. It is expected that the 2019/2020 NGN costs will be lower than 2018/2019 actual costs; however, no formal announcement has been made. Therefore, the 2019/2020 NGN costs have been budgeted based on the actual costs in 2018/2019.

## **SPECIAL PURPOSE FUNDS**

### **Schedule 3 Annual Budget – Schedule of Special Purpose Operations**

#### **Schedule 3A Annual Budget – Changes in Special Purpose Funds and Expense by Object**

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>2019/2020 Annual Budget</b>	<b>2018/2019 Annual Budget</b>	<b>Increase (Decrease)</b>
Annual Facility Grant	\$ 810,279	\$ 810,279	\$ -
Learning Improvement Fund	675,200	672,847	2,353
Scholarships and Bursaries	30,000	63,571	(33,571)
Special Education Technology	117,361	112,831	4,530
School Generated Funds	6,576,830	6,454,714	122,116
Strong Start	197,275	206,059	(8,784)
Ready, Set, Learn	66,150	66,150	-
Official Languages in Education Protocol (OLEP)	398,099	398,099	-
CommunityLINK	3,900,892	3,879,538	21,354
Classroom Enhancement Fund – Overhead	791,979	-	791,979
Classroom Enhancement Fund – Staffing	13,421,959	13,835,661	(413,702)
Coding and Curriculum Implementation	-	20,000	(20,000)
Ledger School	272,927	262,008	10,919
Provincial Inclusion Outreach	548,842	503,954	44,888
Charitable Trust	-	400,000	(400,000)
Estate Trust	11,000	11,000	-
<b>Special Purpose Revenues</b>	<b>\$ 27,818,793</b>	<b>\$ 27,696,711</b>	<b>\$ 122,082</b>

The following outlines the major changes in the Special Purpose Funds in the 2019/2020 Annual Budgeted Revenues compared to the 2018/2019 Annual Budgeted Revenues:

- 1) The 2019/2020 Scholarships and Bursaries budget is based on actual spending at June 30, 2018. Spending was down compared to the prior year.
- 2) School Generated Funds has increased due to moving donations previously recorded in the Charitable Trust into School Generated Funds, partially offset by moving Cafeteria Revenue into Operating.
- 3) The 2018/2019 Classroom Enhancement Fund – Overhead grant was provided to Districts in June 2018, subsequent to the preparation of the 2018/2019 Annual Budget. The 2019/2020 grant was announced in March 2019 and is therefore included in the 2019/2020 Annual Budget.



- 4) The 2019/2020 Classroom Enhancement Fund – Staffing grant has been calculated based on 90% of schools' 2018/2019 grant. In the Fall of 2019, districts will submit their finalized staffing plans to the Ministry of Education, at which point the Ministry will provide districts with additional funding to support their approved plans.
- 5) Coding and Curriculum Implementation grant was provided to districts in 2016/2017 and the district has been spending this grant over the past three years. The grant is expected to be fully spent by June 30, 2019.
- 6) Provincial Inclusion Outreach is a Provincial Resource Program and is operated by the District on behalf of the Ministry of Education. This grant has increased from 2018/2019 as additional funding has been requested by the District to pay for an increase in staffing time.
- 7) 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 to either Operating or School Generated Funds.

## **CAPITAL FUND**

### **Schedule 4 Annual Budget – Schedule of Capital Operations**

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 2019/2020 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 \$1.2M relative to the 2018/2019 Annual Budget due to a large roofing replacement project at Richmond Elementary, window replacement at Mount Douglas Secondary and flooring replacement at Lansdowne Middle.

#### **Tangible Capital Assets Purchased**

Capital additions purchased from the Operating Fund are transferred to Invested in Tangible Capital Assets in the Capital Fund. These purchases are expected to be \$0.8M in 2019/2020, consistent with the 2018/2019 Annual Budget. Examples of items that could be purchased from the Operating Fund are computer purchases at schools 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.

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.

Capital Assets expected to be purchased from Local Capital in 2019/2020 are the Inclusion for Learning Strategy, Quadra Warehouse and various technology purchases.

Annual Budget

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

June 30, 2020

# School District No. 61 (Greater Victoria)

June 30, 2020

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

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2019/2020 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$250,754,515 for the 2019/2020 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 17th DAY OF APRIL, 2019;

READ A SECOND TIME THE 17th DAY OF APRIL, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF APRIL, 2019;

---

Chairperson of the Board

( Corporate Seal )

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Annual Budget Bylaw 2019/2020, adopted by the Board the 17th DAY OF APRIL, 2019.

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Secretary Treasurer

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

Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget	2019 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	19,591,000	19,349,000
Adult	35,000	47,000
Other	38,000	55,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>19,664,000</b>	<b>19,451,000</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	206,961,956	197,291,413
Tuition	14,398,648	14,363,383
Other Revenue	8,494,336	8,301,272
Rentals and Leases	1,829,940	1,981,048
Investment Income	1,187,000	1,188,281
Amortization of Deferred Capital Revenue	7,432,739	7,025,572
<b>Total Revenue</b>	<b>240,304,619</b>	<b>230,150,969</b>
<b>Expenses</b>		
Instruction	203,419,598	195,307,319
District Administration	5,792,715	4,874,408
Operations and Maintenance	38,072,923	35,002,512
Transportation and Housing	1,033,579	1,015,025
<b>Total Expense</b>	<b>248,318,815</b>	<b>236,199,264</b>
<b>Net Revenue (Expense)</b>	<b>(8,014,196)</b>	<b>(6,048,295)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>5,449,037</b>	<b>3,946,980</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(2,565,159)</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)	(2,565,159)	(2,101,315)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(2,565,159)</b>	<b>(2,101,315)</b>

# School District No. 61 (Greater Victoria)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget	2019 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	206,782,854	196,870,396
Operating - Tangible Capital Assets Purchased	800,000	800,000
Special Purpose Funds - Total Expense	27,818,793	27,696,711
Capital Fund - Total Expense	13,717,168	11,632,157
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,635,700	
<b>Total Budget Bylaw Amount</b>	<b>250,754,515</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

**DRAFT**

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

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2020

	2020 Annual Budget	2019 Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(8,014,196)</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	(800,000)	(800,000)
From Local Capital	(1,635,700)	
From Deferred Capital Revenue	(10,436,102)	(4,984,942)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(12,871,802)</b>	<b>(5,784,942)</b>
Amortization of Tangible Capital Assets	11,517,168	10,632,157
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(1,354,634)</b>	<b>4,847,215</b>
Acquisitions of Prepaid Expenses	(5,000)	
Use of Prepaid Expenses		60,000
	<b>(5,000)</b>	<b>60,000</b>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(9,373,830)</b>	<b>(1,141,080)</b>



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

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	183,560,993	175,523,987
Tuition	14,398,648	14,363,383
Other Revenue	1,953,506	1,464,268
Rentals and Leases	1,829,940	1,981,048
Investment Income	1,030,000	1,030,000
<b>Total Revenue</b>	<b>202,773,087</b>	<b>194,362,686</b>
<b>Expenses</b>		
Instruction	176,411,084	168,420,887
District Administration	5,792,715	4,874,408
Operations and Maintenance	23,545,476	22,560,076
Transportation and Housing	1,033,579	1,015,025
<b>Total Expense</b>	<b>206,782,854</b>	<b>196,870,396</b>
<b>Net Revenue (Expense)</b>	<b>(4,009,767)</b>	<b>(2,507,710)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>5,449,037</b>	<b>3,946,980</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(800,000)	(800,000)
Local Capital	(639,270)	(639,270)
<b>Total Net Transfers</b>	<b>(1,439,270)</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

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2020

	2020 Annual Budget \$	2019 Annual Budget \$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	179,931,428	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	58,458	
Transportation Supplement	20,027	
Carbon Tax Grant	110,000	110,000
FSA Scorer Grant	17,740	
Employer Health Tax Grant	1,633,354	
<b>Total Provincial Grants - Ministry of Education</b>	<b>183,560,993</b>	<b>175,523,987</b>
<b>Tuition</b>		
Summer School Fees	49,512	56,880
Continuing Education	22,500	16,825
International and Out of Province Students	14,317,836	14,287,403
Distributed Learning	8,800	2,275
<b>Total Tuition</b>	<b>14,398,648</b>	<b>14,363,383</b>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	1,106,631	1,087,263
Miscellaneous		
Odyssey French Language Assistant Funding	21,275	21,275
Aboriginal Nations Education Curriculum Project	10,000	15,000
Cafeteria Revenue	145,000	
International Student Program Revenues	653,000	322,930
ArtsStarts Grant	17,600	17,800
<b>Total Other Revenue</b>	<b>1,953,506</b>	<b>1,464,268</b>
<b>Rentals and Leases</b>	<b>1,829,940</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>202,773,087</b>	<b>194,362,686</b>

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

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2020

	2020 Annual Budget	2019 Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	90,827,114	85,786,515
Principals and Vice Principals	13,518,126	12,495,805
Educational Assistants	18,929,842	17,990,349
Support Staff	18,271,847	17,575,875
Other Professionals	4,461,121	4,264,085
Substitutes	7,795,996	7,460,144
<b>Total Salaries</b>	<b>153,804,046</b>	<b>145,572,773</b>
<b>Employee Benefits</b>	<b>35,010,087</b>	<b>34,234,154</b>
<b>Total Salaries and Benefits</b>	<b>188,814,133</b>	<b>179,806,927</b>
<b>Services and Supplies</b>		
Services	5,305,297	5,090,007
Student Transportation	1,038,960	1,018,933
Professional Development and Travel	762,477	663,417
Rentals and Leases	115,235	-
Dues and Fees	94,980	88,207
Insurance	372,000	365,000
Supplies	5,803,860	5,488,886
Utilities	4,475,912	4,349,019
<b>Total Services and Supplies</b>	<b>17,968,721</b>	<b>17,063,469</b>
<b>Total Operating Expense</b>	<b>206,782,854</b>	<b>196,870,396</b>

# School District No. 61 (Greater Victoria)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2020

	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	67,545,053	5,000,964	2,019,852	198,401	265,656	5,745,169	80,775,095
1.03 Career Programs	770,710	110,742	277,285			33,475	1,192,212
1.07 Library Services	2,025,346			404,383		74,884	2,504,613
1.08 Counselling	2,896,910					104,039	3,000,949
1.10 Special Education	8,979,126	309,372	15,917,188	235,308		958,225	26,399,219
1.30 English Language Learning	1,985,713	148,643		11,645		73,420	2,219,421
1.31 Aboriginal Education	753,544	130,116	676,645	49,522	126,264	47,616	1,783,707
1.41 School Administration		7,513,577		3,954,633		45,000	11,513,210
1.60 Summer School	103,193	20,042	2,668	3,277			129,180
1.61 Continuing Education	190,554	27,334		59,352		6,836	284,076
1.62 International and Out of Province Students	5,538,907			819,142	691,416	255,291	7,304,756
1.64 Other				10,838			10,838
<b>Total Function 1</b>	<b>90,789,056</b>	<b>13,260,790</b>	<b>18,893,638</b>	<b>5,746,501</b>	<b>1,083,336</b>	<b>7,343,955</b>	<b>137,117,276</b>
<b>4 District Administration</b>							
4.11 Educational Administration		161,376		351,740	755,071	13,898	1,282,085
4.40 School District Governance					296,417		296,417
4.41 Business Administration		95,960		1,177,086	1,267,735	28,173	2,568,954
<b>Total Function 4</b>	<b>-</b>	<b>257,336</b>	<b>-</b>	<b>1,528,826</b>	<b>2,319,223</b>	<b>42,071</b>	<b>4,147,456</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration			36,204	291,014	927,570	4,870	1,297,716
5.50 Maintenance Operations				9,682,992	130,992	331,780	10,145,764
5.52 Maintenance of Grounds				997,950		73,320	1,071,270
5.56 Utilities							-
<b>Total Function 5</b>	<b>38,058</b>	<b>-</b>	<b>36,204</b>	<b>10,971,956</b>	<b>1,058,562</b>	<b>409,970</b>	<b>12,514,750</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				24,564			24,564
7.70 Student Transportation							-
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,564</b>	<b>-</b>	<b>-</b>	<b>24,564</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>90,827,114</b>	<b>13,518,126</b>	<b>18,929,842</b>	<b>18,271,847</b>	<b>4,461,121</b>	<b>7,795,996</b>	<b>153,804,046</b>

# School District No. 61 (Greater Victoria)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	80,775,095	18,748,685	99,523,780	3,729,486	103,253,266	99,204,060
1.03 Career Programs	1,192,212	272,057	1,464,269	470,409	1,934,678	1,553,378
1.07 Library Services	2,504,613	580,161	3,084,774		3,084,774	2,981,842
1.08 Counselling	3,000,949	693,915	3,694,864		3,694,864	3,688,186
1.10 Special Education	26,399,219	6,023,263	32,422,482	1,051,703	33,474,185	31,674,105
1.30 English Language Learning	2,219,421	508,338	2,727,759	87,326	2,815,085	2,567,347
1.31 Aboriginal Education	1,783,707	389,767	2,173,474	416,971	2,590,445	2,124,575
1.41 School Administration	11,513,210	2,431,230	13,944,440		13,944,440	13,162,456
1.60 Summer School	129,180	29,423	158,603	15,179	173,782	232,451
1.61 Continuing Education	284,076	64,970	349,046	22,358	371,404	420,302
1.62 International and Out of Province Students	7,304,756	1,662,579	8,967,335	2,093,452	11,060,787	10,799,377
1.64 Other	10,838	2,536	13,374		13,374	12,808
<b>Total Function 1</b>	<b>137,117,276</b>	<b>31,406,924</b>	<b>168,524,200</b>	<b>7,886,884</b>	<b>176,411,084</b>	<b>168,420,887</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,282,085	262,705	1,544,790	280,671	1,825,461	1,151,400
4.40 School District Governance	296,417	20,275	316,692	169,303	485,995	687,694
4.41 Business Administration	2,568,954	558,090	3,127,044	354,215	3,481,259	3,035,314
<b>Total Function 4</b>	<b>4,147,456</b>	<b>841,070</b>	<b>4,988,526</b>	<b>804,189</b>	<b>5,792,715</b>	<b>4,874,408</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,297,716	271,628	1,569,344	521,927	2,091,271	2,022,963
5.50 Maintenance Operations	10,145,764	2,252,541	12,398,305	2,980,862	15,379,167	14,685,201
5.52 Maintenance of Grounds	1,071,270	232,176	1,303,446	293,080	1,596,526	1,500,293
5.56 Utilities	-	-	-	4,478,512	4,478,512	4,351,619
<b>Total Function 5</b>	<b>12,514,750</b>	<b>2,756,345</b>	<b>15,271,095</b>	<b>8,274,381</b>	<b>23,545,476</b>	<b>22,560,076</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	24,564	5,748	30,312	3,307	33,619	32,342
7.70 Student Transportation	-	-	-	999,960	999,960	982,683
7.73 Housing	-	-	-	-	-	-
<b>Total Function 7</b>	<b>24,564</b>	<b>5,748</b>	<b>30,312</b>	<b>1,003,267</b>	<b>1,033,579</b>	<b>1,015,025</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>153,804,046</b>	<b>35,010,087</b>	<b>188,814,133</b>	<b>17,968,721</b>	<b>206,782,854</b>	<b>196,870,396</b>

# School District No. 61 (Greater Victoria)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2020

Schedule 3

	2020 Annual Budget \$	2019 Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	21,200,963	20,767,426
Other		
Federal Grants		
Other Revenue	6,540,830	6,837,004
Rentals and Leases		
Investment Income	77,000	92,281
Income (Loss) from Investments in Government Business Enterprises		
District Entered		
<b>Total Revenue</b>	<b>27,818,793</b>	<b>27,696,711</b>
<b>Expenses</b>		
Instruction	27,008,514	26,886,432
Operations and Maintenance	810,279	810,279
<b>Total Expense</b>	<b>27,818,793</b>	<b>27,696,711</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



# School District No. 61 (Greater Victoria)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

Deferred Revenue, beginning of year

Add: Restricted Grants

Provincial Grants - Ministry of Education

Other

Investment Income

Less: Allocated to Revenue

Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education

Other Revenue

Investment Income

Expenses

Salaries

Teachers

Principals and Vice Principals

Educational Assistants

Support Staff

Other Professionals

Substitutes

Employee Benefits

Services and Supplies

Net Revenue (Expense)

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Ledger School	Provincial Outreach	Estate Trust	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year					47,236	4,138,856
Add: Restricted Grants						
Provincial Grants - Ministry of Education	791,979	13,421,959	272,927	548,842		21,195,688
Other						6,454,000
Investment Income					11,000	97,564
	791,979	13,421,959	272,927	548,842	11,000	27,747,252
Less: Allocated to Revenue						
Deferred Revenue, end of year	791,979	13,421,959	272,927	548,842	11,000	27,818,793
	-	-	-	-	47,236	4,067,315
Revenues						
Provincial Grants - Ministry of Education	791,979	13,421,959	272,927	548,842		21,200,963
Other Revenue						6,540,830
Investment Income					11,000	77,000
	791,979	13,421,959	272,927	548,842	11,000	27,818,793
Expenses						
Salaries						
Teachers						
Principals and Vice Principals		10,885,612	137,789	140,901		11,622,827
Educational Assistants			5,620	11,302		145,087
Support Staff	155,576		55,114	109,582		1,475,127
Other Professionals				22,482		264,446
Substitutes	485,591		6,660			44,597
	641,167	10,885,612	205,183	284,267	-	14,210,042
Employee Benefits	123,040					
Services and Supplies	27,772	2,536,347	47,234	61,161		3,234,864
	791,979	13,421,959	272,927	548,842	11,000	10,373,887
					11,000	27,818,793
Net Revenue (Expense)	-	-	-	-	-	-



# School District No. 61 (Greater Victoria)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	2020 Annual Budget			2019 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	2,200,000		2,200,000	1,000,000
Other			-	-
Municipal Grants Spent on Sites			-	-
Federal Grants			-	-
Other Revenue			-	-
Rentals and Leases			-	-
Investment Income		80,000	80,000	66,000
Gain (Loss) on Disposal of Tangible Capital Assets			-	-
Amortization of Deferred Capital Revenue	7,432,739		7,432,739	7,025,572
District Entered			-	-
<b>Total Revenue</b>	<b>9,632,739</b>	<b>80,000</b>	<b>9,712,739</b>	<b>8,091,572</b>
<b>Expenses</b>				
Operations and Maintenance	2,200,000		2,200,000	1,000,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,517,168		11,517,168	10,632,157
<b>Total Expense</b>	<b>13,717,168</b>	-	<b>13,717,168</b>	<b>11,632,157</b>
<b>Net Revenue (Expense)</b>	<b>(4,084,429)</b>	<b>80,000</b>	<b>(4,004,429)</b>	<b>(3,540,585)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	800,000		800,000	800,000
Local Capital		639,270	639,270	639,270
<b>Total Net Transfers</b>	<b>800,000</b>	<b>639,270</b>	<b>1,439,270</b>	<b>1,439,270</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	1,635,700	(1,635,700)	-	-
<b>Total Other Adjustments to Fund Balances</b>	<b>1,635,700</b>	<b>(1,635,700)</b>	<b>-</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,648,729)</b>	<b>(916,430)</b>	<b>(2,565,159)</b>	<b>(2,101,315)</b>



# 2019/2020 Annual Operating Budget Presentation

April 15, 2019 OPPs Meeting

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## Operating, Special Purpose and Capital Funds

Operating Fund	Special Purpose Funds	Capital Fund
<ul style="list-style-type: none"> <li>Where the main operating expenditures of a school district are recorded</li> <li>Four key functional areas: <ul style="list-style-type: none"> <li>❖ Instruction</li> <li>❖ District Administration</li> <li>❖ Operations &amp; Maintenance</li> <li>❖ Transportation of Students</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Funds received for a specific purpose; spending is restricted</li> <li>E.g. Classroom Enhancement Fund, CommunityLINK, School Generated Funds</li> </ul>	<ul style="list-style-type: none"> <li>Expenditures related to land, buildings, computer hardware and software, vehicles and equipment</li> <li>Funded from Ministry of Education capital grants, local capital, operating and special purpose funds</li> </ul>

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## Annual Operating Budget Assumptions

- Enrolment based on projections submitted to the Ministry in February 2019
- Incremental cost of salary grid/step adjustments
- Wage increases, including estimated increase of 2% July 1, 2019
- Contractual increases e.g. utilities
- Changes in pension rates and Employer Health Tax
- Continued support for Technology Replacement and Student Device Replacement Reserves
- Childcare Revenue from 2018/2019 rate increase to Childcare Capital Reserve

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## Enrolment Summary

	2019/2020 Annual Budget	2018/2019 Final September 30	2018/2019 Annual Budget
<b>School-Aged</b>			
Elementary/Middle Secondary	19,347	19,294	19,122
Alternate schools	158	156	145
Continuing Education*	21	24	17
Distributed Learning*	65	97	65
<b>Total School-Aged</b>	<b>19,591</b>	<b>19,571</b>	<b>19,349</b>
<b>Adult Students*</b>	<b>35</b>	<b>35</b>	<b>47</b>
<b>Summer Learning</b>	<b>39</b>	<b>39</b>	<b>55</b>
<b>Unique Student Needs</b>			
Special Needs Level 1	25	27	22
Special Needs Level 2	803	788	775
Special Needs Level 3	470	462	418
English Language Learning	1,883	1,883	1,808
Aboriginal Education	1,564	1,533	1,432
<b>International Students (Long-term)</b>	<b>990</b>	<b>1,008</b>	<b>995</b>

*\*Includes February and May 2019 estimates*

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## Operating Revenue Sources

- **Ministry of Education Grants**

- Provincial operating grant based on enrolment
- Other Ministry of Education grants, including pay equity and employer health tax grants

- **Local Revenues**

- Tuition from international students, summer school, continuing education and distributed learning
- International student revenues including homestay placement and monitoring fees
- Cafeteria revenue
- Rental of facilities
- Interest revenue on short-term deposits

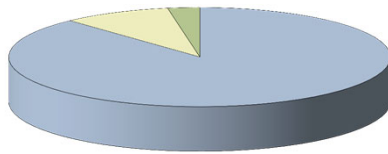
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## Operating Revenue Sources

### 2019/2020 Greater Victoria Picture

■	Provincial Grants	88.2%
■	Local Revenue	9.2%
■	Operating Surplus	2.6%



### 2018/2019 Greater Victoria Picture

Provincial Grants	88.5%
Local Revenue	9.5%
Operating Surplus	2.0%

### 2018/2019 Provincial Picture

Provincial Grants	91.6%
Local Revenue	7.1%
Operating Surplus	1.3%

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## Provincial Operating Grant

	2019/2020 Funding Levels per FTE	2018/2019 Funding Levels per FTE	Increase
School-Age Enrolment (Standard Schools)	\$ 7,468	\$ 7,423	\$ 45
Continuing Education	7,468	7,423	45
Distributed Learning	6,100	6,100	-
Adult Education	4,773	4,696	77
Special Needs – Level 1	42,400	38,800	3,600
Special Needs – Level 2	20,200	19,400	800
Special Needs – Level 3	10,250	9,800	450
English Language Learning	1,495	1,420	75
Aboriginal Education	1,450	1,230	220

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## Provincial Operating Grant

The Provincial Operating Grant also includes:

- Teacher salary differential between districts
- Unique geographic factors of climate, dispersion, remoteness, and small communities
- Curriculum and Learning Support Fund (previously called Education Plan)
- Summer, February, and May Distributed Learning and Continuing Education counts

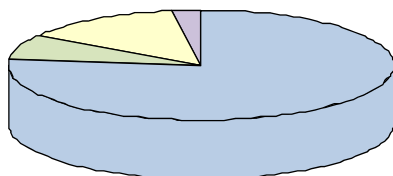
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## School District Operating Spending

### 2019/2020 Greater Victoria Picture

	Instruction	85.4%
	Operations & Maintenance	11.4%
	District Administration	2.7%
	Transportation	0.5%



### 2018/2019 Greater Victoria Picture

Instruction	85.6%
Operations & Maintenance	11.4%
District Administration	2.5%
Transportation	0.5%

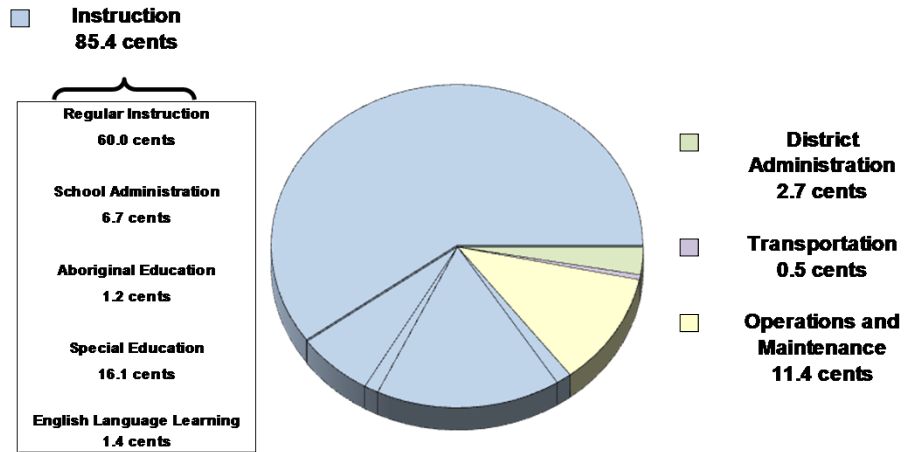
### 2018/2019 Provincial Picture

Instruction	82.8%
Operations & Maintenance	11.5%
District Administration	3.8%
Transportation	1.9%

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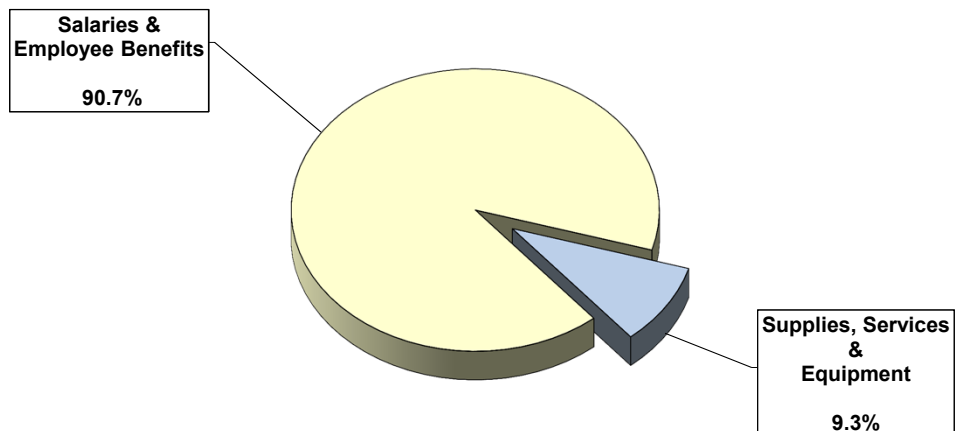
## How do we spend each dollar in 2019/2020?



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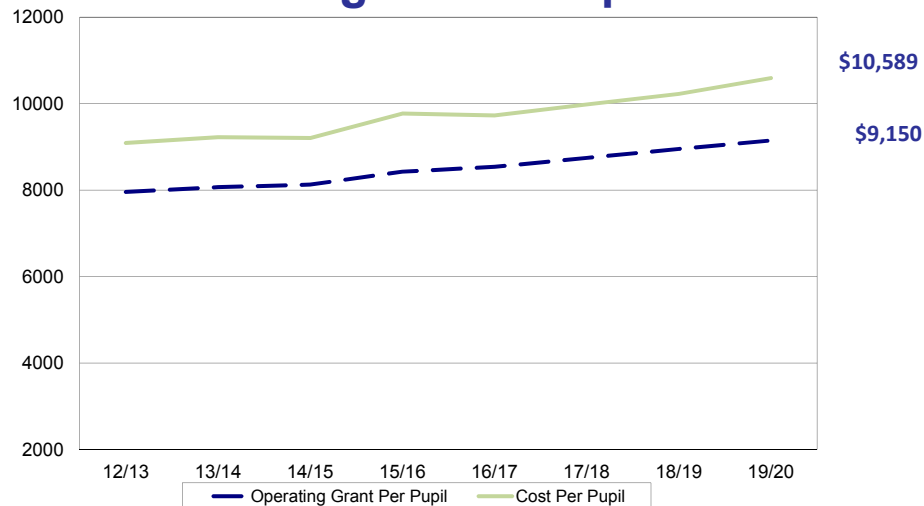
## School District Operating Spending



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## Comparison of Funding and Cost per Student FTE



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## 2019/2020 Operating Budget

	In 000's
2019/2020 Structural Deficit (2018/2019 Structural Deficit \$3,947)	\$ (3,444)
2019/2020 Deficit as a result of budgeted 2% wage increase	(2,005)
2019/2020 Operating Budget Deficit	(5,449)
2017/2018 Unrestricted Surplus (Board-approved Sep 2018)	2,340
2018/2019 Unrestricted Surplus <i>(to be approved)</i>	1,104
2018/2019 Restricted Surplus <i>(Ministry Funding expected in 2019/2020)</i>	2,005
Budgeted Surplus (Deficit), for the year	\$ -

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### 2018/2019 Estimated Unrestricted Operating Budget Surplus

	In 000's
Reduction in Teacher Pension Contribution (Jan – June)	\$ 1,151
Employer Health Tax Grant	496
Decreased Next Generation Network Recovery	139
2018/19 Estimated Unrestricted Operating Budget Surplus	\$ 1,786

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### 2018/2019 Estimated Unrestricted Operating Budget Surplus

	In 000's
2018/19 Estimated Unrestricted Operating Budget Surplus	\$ 1,786
Transfer to 2019/20 Projected Structural Deficit	(1,104)
Transfer to 2020/21 Projected Structural Deficit	(682)
2018/19 Estimated Unrestricted Operating Budget Surplus	\$ -

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## Budget Meeting Dates

**Wednesday, April 17, 2019 at 7:00 p.m.**

- At the Board Office, Tolmie Board Room, 556 Boleskine Road
- Special Board Meeting to debate and approve the 2019-2020 Budget Bylaw

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## 2019/2020 Estimated Operating Grants Website

- <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-19-20>

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# Office of the Secretary-Treasurer

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

*Mark Walsh - Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Mark Walsh, Secretary-Treasurer  
DATE: April 15, 2019  
RE: **CAPITAL BYLAW NO. 2019/20-CPSD61-01 CAPITAL PLAN 2019/20**

In a letter dated March 1, 2019 to the Secretary-Treasurer and Superintendent, the Ministry of Education has provided a response to the District's Annual Five-Year Capital Plan submission for 2019/20. In order to advance project development or delivery of the capital projects supported by the Ministry, the Board of Education is required to adopt a single Capital Bylaw for the approved 2019/20 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*.

#### Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 at the meeting of April 23, 2019.

Motion to be Carried Unanimously

That Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 be:

Read a first time the 23<sup>rd</sup> day of April, 2019;  
Read a second time the 23<sup>rd</sup> day of April, 2019;  
Read a third time, passed and adopted the 23<sup>rd</sup> day of April, 2019;

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

*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.*

**CAPITAL BYLAW NO. 2019/20-CPSD61-01**  
**CAPITAL PLAN 2019/20**

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon Ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2019/20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 1, 2019 is hereby adopted.
- 2. This Bylaw may be cited as School District No.61 (Greater Victoria) Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20.

READ A FIRST TIME THE 23rd DAY OF APRIL, 2019;  
READ A SECOND TIME THE 23rd DAY OF APRIL, 2019;  
READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF APRIL, 2019.

**CORPORATE SEAL**

\_\_\_\_\_  
Board Chair

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

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 adopted by the Board the 23rd day of April, 2019.

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



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent  
School District No. 61 (Greater Victoria)

**Capital Plan Bylaw No. 2019/20-CPSD61-01**

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20**

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This letter is in response to your School District's 2019/20 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2018, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Please note that all school districts are required to keep project approval information confidential until after the Province has issued News Releases to the public on March 6th. Additionally, school districts receiving approval and funding specifically from the Playground Equipment Program (PEP) are required to keep that project information confidential until further written notice from the Ministry of Education.

Below you will see the major capital projects supported to proceed with Project Definition Reports (PDRs) as well as minor capital projects from the Ministry's 2019/20 annual capital programs that are approved for funding and are able to proceed to procurement.

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**Ministry of  
Education**

Capital Management Branch  
Resource Management  
Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

## **MAJOR CAPITAL PROJECTS (SMP, EXP)**

### **PDRs Past Due**

Project #	Project Name	Project Type	Original Due Date	Next Steps
116653/1 27222	Shoreline Community Middle	Seismic	10/07/2018	Submit draft PDR to Ministry staff by May 31, 2019.

Note: A PDR should normally be expected to be finalized within two months following the draft PDR deadlines noted above. After a draft PDR is submitted to the Ministry, follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above. Also note that Capital Project Funding Agreements (CPFA) are not issued until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

All projects that the Ministry expects to be under PDR development, and have not already been received, are listed above – if a project is not listed, then the Ministry is not supporting the project and is not expecting a PDR.

## **MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

### **New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Richmond Elementary	CNCP - Boiler - Install New Energy Efficient Condensing Boilers	\$350,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Braefoot Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Eagle View Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Richmond Elementary	SEP - Building Enclosure Upgrades - Roof Upgrades/Replacement	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

Mount Douglas Secondary	SEP - Building Enclosure Upgrades - Window Upgrades (Phase 2)	\$300,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Richmond Elementary	SEP - Energy Upgrades - Boiler, DDC & Air Handling Unit Upgrades	\$600,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Lansdowne Middle	SEP - Flooring Upgrades - Flooring Upgrades	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

### **New projects for BUS**

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
	C (52-57) with 0 wheelchair spaces	\$133,167	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
	C (52-57) with 0 wheelchair spaces	\$133,167	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at [Damien.Crowell@gov.bc.ca](mailto:Damien.Crowell@gov.bc.ca) as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director  
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch  
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch  
Damien Crowell, Planning Officer, Capital Management Branch  
Rachelle Ray, Regional Director, Capital Management Branch  
Rosa Cutler, Planning Officer, Capital Management Branch



# Office of the Secretary-Treasurer

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

*Mark Walsh - Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Mark Walsh, Secretary-Treasurer  
DATE: April 15, 2019  
RE: **Policy Sub-Committee**

## Background

The Policy Sub-Committee has continued to work on policies and by-laws over the last two years. The focus has been updating out-of-date policies generally and reviewing policies and/or by-laws that were specifically referred to the sub-committee by the Board.

In pursuing this work, the sub-committee had made some headway in the last two years, but it has become apparent that the refresh of our policies has not been fast enough to keep up with demand and to ensure sufficient refresh to our policy manual.

In addition, a number of Districts have proceeded to shrink their policy manual to a number of core by-laws and policies and a large administrative procedure manual. Feedback on this process is that Districts are more nimble in addressing concerns as they arise through administrative procedures, while core values and Board rules are maintained.

## Recommendation

The Policy Sub-committee is recommending that the Board engage a governance specialist to review Board policies with the intent to streamline the policy manual and create an administrative procedure manual. The intention is not to create an additional layer of rules to govern actions of the District but rather create consistent and transparent operational guidance. There may be policies that are required by the Ministry of Education (appeals, school closure, etc.); philosophical policies such as gender identity; and Board By-laws that govern its processes and practices that must be maintained. Issues, such as field trips; however, are more appropriate in administrative procedures.

Such a process would still allow Trustees to influence the direction of the District through review of administrative procedures. For instance, a motion could guide the Superintendent to incorporate an issue into an administrative procedure which would occur much faster than our current policy and regulation framework.

*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 sub-committee has also discussed reviewing its terms of reference upon completion of the policy manual to determine whether the structure should be expanded to involve other stakeholders to proactively discuss policy and administrative procedures to meet District needs.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to solicit expressions of interest including quotes for the services of a governance specialist to create a streamlined policy manual and administrative procedures manual and report to the Policy Sub-Committee who will provide a recommendation to the Board.



# FACILITIES SERVICES

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

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TO: Operations Policy and Planning Committee

FROM: Chuck Morris, Director of Facilities Services

DATE: April 15, 2019

RE: **Water Quality Update**

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## **Background**

Regular testing for lead concentration in potable water is mandated by the Province and recommended by Health Canada. Using lead filters is an acceptable method to remove lead.

## **Discussion**

We have received word from VIHA that the Federal Government has lowered the allowable limit for lead in water from 0.010 mg/L to 0.005 mg/L. We were not informed by our partners of this change, so we have begun re-testing a number of sites to verify the results and find out if we must do additional work to obtain the lower number on a consistent basis. Testing previously has shown us to be under the old set of numbers once flushed or run through the lead filter process.

This process will take us a few weeks to complete and then obtaining the new results from the lab to ensure we are compliant. At the moment we have a number of staff dedicated to follow up with this and are under my direction.

We are working with our partners and are confident with the outcomes.

Chuck Morris  
Director of Facilities Services  
Greater Victoria School District

# Office of the Secretary-Treasurer

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

*Mark Walsh - Secretary-Treasurer*

**TO:** Operations Policy and Planning Committee  
**FROM:** Mark Walsh, Secretary-Treasurer  
**DATE:** April 15, 2019  
**RE:** **Childcare Update**

## Background

In April 2018 the Board passed the following motion unanimously:

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

## Discussion

We are providing updates on two aspects of the above motion:

First, as the Board is aware, we were successful in receiving approximately \$4.5 million in funding to support 11 child care studios at Frank Hobbs, Tillicum, Doncaster, Vic West, Willows and Macaulay. We have had nearly 20 consultation meetings with the receiving schools and the results have been very positive with one exception. In all cases, based upon feedback, we have made minor tweaks to the plans. We have started building at Frank Hobbs with site preparation, material ordering and cutting proceeding. We will continue building the remaining child care studios at Tolmie assisted at times by our students and potentially our CUPE 382 apprentice program.

We are going to attempt a minor shift in the plan, however. While there has been support for expanded childcare in all areas, a number of parents and neighbours at Willows Elementary have expressed concerns about the loss of field space, particularly given the population of the school. As previously reported to the Board, we are currently examining building onto Willows instead of creating child care studios. There is a mid-century wing that can have a second level addition. Further, we anticipate the boundary review and demographic reality will assist in shrinking Willows Elementary slightly over the next few years. Given that we need to cost this option now and the demographic decline will be a few years out, we are looking for support to request that the Ministry of Children and Family Development (MCFD) allow us to shift the funds for Willows to Braefoot with the goal of completing the work while Braefoot is being seismically upgraded.

*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.*

Second, we have received significant further requests for expansion at a number of sites around the District. We are currently preparing further applications including Campus View, where we hope to combine the project with the Annual Facility Grant (AFG) and Inclusion for Learning Strategy to rationalize the current portable builds on site and address ongoing concerns about access to amenities. We are also approaching the MCFD to inquire if they would fund a child care studio that the District could use as a classroom for 2019 until such time the boundary review is implemented. Further, we are examining options at View Royal, Oaklands, Strawberry Vale, Sir James Douglas, and George Jay to name a few.

With respect to delivery, with the slowing housing market, we have been able to attract more trades and the long term availability of work has provided stability to attract candidates.



# LEARNING SUPPORT TEAM

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## MEMO

From: Mark Walsh, Secretary Treasurer  
To: Operations Committee  
Date: April 15, 2019  
RE: Inclusion for Learning Strategy Update

### Background:

Attached to this memo is the Inclusion for Learning Strategy, which was approved at the May 2018 Board Meeting.

**Update:** Below is an updated list of completed work to date. Also, attached is the updated spreadsheet including a new Overview Tab.

### Successes:

Construction is complete (requirements of strategy met) at James Bay, George Jay, McKenzie, and Central. Mount Doug construction is partially complete.

Consultation for both Braefoot and Vic High will be incorporated as part of seismic upgrade planning. Consultation and site visits have occurred for almost all 'red' and 'yellow' elementary schools and 'red' middle schools (Doncaster, Willows and Torquay to be completed prior to June). Priority construction will occur in these schools based on work that can be done prior to summer. Our goal is to complete required work in at least 5 additional schools prior to September 2019.

Elementary sensory supplies have been ordered for all schools. These are currently being distributed. Consultation for middle school supplies is complete. Ordering will be complete prior to June 2019.

A draft 'Sensory Space Use Guidelines' document was created with an itinerant staff working group. This will be shared with administrators and SBTs prior to summer break, and again in September 2019.

Upgrading Quadra Warehouse for itinerant staff will create additional space for Vic West Elementary.

### Challenges:

Willows will not likely be able to meet the goals of the strategy without changes to its catchment boundary to reduce enrolment.

Competing construction demands in the District are high and hiring labourers / carpenters to keep up with these demands has been challenging.

### Next steps:

- Further consultation with Secondary schools regarding sensory / calming supplies
  - o Revised target = all supplies in place in all schools for September 2019
- Further site visits and consultation to continue for middle / secondary schools



# Inclusion for Learning Strategy

## Mission

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

## Vision

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

## Inclusion in the GVSD

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

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

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

## Strategic Priorities

### 1. Student Success

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



# Inclusion for Learning Strategy

## 2. Educator Success

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

## Action Plan: Infrastructure & Supplies

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

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

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

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

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

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

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

### Proposed Steps for Implementation:

Step 1: complete work on highest need schools and quick fixes

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

Step 3: complete remaining Middle / Secondary schools (2019-20 school year)



#	School Name	Initial Site Visit complete? (w/ Principal)	Rest of Staff consulted	Work Plan complete	Work Scheduled	Work Complete	Notes
Middle Schools							
1	Cedar Hill						
2	Arbutus						
3	Rockheights						
4	Glanford						
5	Monterey						
6	Shoreline						
7	Lansdowne						
8	Central Middle					Winter 2019	
9	Colquitz						
10	Gordon Head						
Secondary Schools							
1	Esquimalt						
2	Lambrick Park						
3	Mount Doug				Summer 2019		Work to be completed this summer.
4	Reynolds						
5	Spectrum						
6	Oak Bay HS						
7	Vic High						
Elementary Schools							
1	Braefoot						

	These schools were Green to start
	Action taken/completed
	No action yet.

#	School Name	Initial Site Visit complete? (w/ Principal)	Rest of Staff consulted	Work Plan complete	Work Scheduled	Work Complete	Notes
2	Campus View						
3	Cloverdale Traditional						
4	Craigflower						
5	Doncaster						
6	Eagle View						
7	Ecole Macaulay						
8	Ecole Marigold				Summer 2019		
9	Ecole Willows						
10	Frank Hobbs						
11	George Jay					Summer 2018	
12	Hillcrest						
13	James Bay					Summer 2018	
14	Lake Hill						
15	Margaret Jenkins						
16	McKenzie					Winter 2019	
17	North Ridge						
18	Oaklands						
19	Quadra						
20	Rogers						
21	Sir James Douglas						Have identified a couple spaces in the school where minor renovations can add ILS spaces.

#	School Name	Initial Site Visit complete? (w/ Principal)	Rest of Staff consulted	Work Plan complete	Work Scheduled	Work Complete	Notes
22	South Park						Have a rough plan to get some PAC materials relocated to storage spaces in the basement, which will free up spaces for Inclusive Learning.
23	Strawberry Vale						
24	Tillicum				Spring/Summer2019		This work will happen in conjunction w/ their Library Commons renovation (Spring/Summer 2019)
25	Torquay						
26	Vic West						
27	View Royal						

#	Schools	Physical Building Classrooms	Current Portable Classrooms	Total Useable Classrooms (Physical + Portable)	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Proposed Facility Budget	Project Cost	Equipment Budget	Notes
Middle Schools													
1	Cedar Hill	26	0	26	1	1	1			\$12,000.00			Two classrooms are below the 65m2. They have a teacher's work room (102) and one room labelled as TBD
2	Arbutus	21	0	21	3	3	2	1		\$6,600.00			One of the Prof spaces share with the LS. One SS is on the stage
3	Rockheights	16	0	16	1	2	1	1		\$6,600.00			
4	Glanford	18	0	18		1	1	1		\$40,000.00			One portable used for OSC and one for storage.
5	Monterey	18	0	18	3	2		2		\$6,600.00			Huge multipurpose room. Braillist starting Sept 2018 for approx 3 year. Room determined
6	Shoreline	17	0	17	3	2	1	1		\$6,600.00			Two of the learning support rooms are in classrooms
7	Lansdowne	24	2	26	1	2	1	1		\$12,000.00			One prof space needs small amount of work to be functional. There is another space that has a half ceiling open to classroom and could be another Prof or calm space.
8	Central Middle	21	0	21	1	4		1		\$12,000.00	\$16,534.72		
9	Colquitz	22	0	22	2	1	1			\$12,000.00			Share their SS and Learning room as calm spaces when needed.. Also have 5 pod offices and additional seminar room that can be used for calm/prof rooms
10	Gordon Head	14	0	14	1	2				\$40,000.00			Portable used as storage. Not included in building classroom count is small resource room
Secondary Schools													
#	Schools	Building Classrooms	Portable Classrooms	Total Useable Classrooms (Physical + Portable)	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Budget			Notes
1	Esquimalt	24	1	25	2	1	1			\$12,000.00			2 spaces that could be learning spaces
2	Lambrick Park	19	3	22	2	1		1		\$45,000.00			Rm 1036 is a lag multi-purpose that can be reno into few spaces. Rm 1033 is teacher office, Rm 1099 - library - can renovate to create flex learning spaces. (One of the portables is "storage" at present, I do believe.)
3	Mount Doug	22	6	28		2	1			\$25,000.00	\$1,242.08		Shared Calming and Sensory space. Request also made for Computer Lab relocation.
4	Reynolds	30	3	33		3				\$25,000.00			There are two resource/LA rooms (2148, 2076) and one work room (2080) and upper multi-purpose on map
5	Spectrum	27	2	29	3	4		2		\$12,000.00			
6	Oak Bay HS	30	0	30	4					\$12,000.00			Proposed spaces for calming (2nd floor), prof space(rm 1064) and sensory space (rm 1151)
7	Vic High	22	0	22									
ELEMENTARY													
	Schools	Building Classrooms	Portable Classrooms	Total Useable Classrooms	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Budget			Notes - potential usable rooms

		Critical
		Work Required
		Minimal / No Work Req'd

#	Schools	Physical Building Classrooms	Current Portable Classrooms	Total Useable Classrooms (Physical + Portable)	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Proposed Facility Budget	Project Cost	Equipment Budget	Notes
1	Braefoot	17	0	17	2	2	1	1		\$40,000.00			Computer room is the learning support space. Bear den was just built at top of the stair with partial-height wall. Assessment center is learning support. Would like to split room into smaller/private work spaces. (Changeroom conversion would provide much needed Professional Space(s)
2	Campus View	18	6	24		2		1		\$25,000.00			Large Multi-purpose room (92m2), gym has a stage area, 1057, 1058 gym change rooms, , 2 storage areas (1038, 1063)
3	Cloverdale Traditional	16	0	16	2	1		1		\$35,000.00			Teachers work room(2045) , LA Room (1017) and good size space down stair room 1030 (used a itinerant space)
4	Craigflower	11	0	11		1	1	1		\$40,000.00			4 small rooms are 1016 - sp ed (25m2), 1033 - resource room (32m2), 1037 - work room (13m2), 1038 - work room (11m2), 2011 - sp ed (25m2), 2001 - sp ed (29m2)
5	Doncaster	21	0	21	1	1		1		\$15,000.00			There are spaces available with renovations. They have a multi-purpose room that could be carved as sensory or calm space. There are not many spaces here. Could look at gym change rooms
6	Eagle View	13	0	13		1				\$30,000.00			
7	Ecole Macaulay	24	1	25	1	4				\$12,000.00			Three sp ed spaces (Rms 1025, 1024, 2035 - 26m2, 29m2, 24m2) and couns room 2004 - 39m2). Have large LS room that could be divided to make 2 small flex spaces (room 2054).
8	Ecole Marigold	14	1	15	1	1		1		\$12,000.00			Calm space is really small. Learning space is small and at times uses Prof space when available.
9	Ecole Willows	27	2	29	1	2				\$53,000.00			No room in school, expcet for minor modifications perhaps. Some spaces for "Bear Dens" but things are already squeezed.
10	Frank Hobbs	17	1	18	2	2	1	1		\$6,600.00			Current Portable used for Strings Program. 1047 - Work Room (18.17m2), 1064 - LA/Resource Room (60m2), 1063 - office (20m2), Girls and Boys changerooms
11	George Jay	25	0	25	1	4	1	1		\$40,000.00	\$70,800.15		
	Hillcrest	20	0	20	1	2	1			\$15,000.00			There is a learning space that is shared with a prof space. Also a calming space that is shared with a sensory room. There is areas that can be renovated to accommodate the remaining spaces. Small storage room could become a calming room.
12	James Bay	12	0	12	2		1	2		\$12,000.00	\$8,638.00		
	Lake Hill	15	0	15	2	1	1			\$6,000.00			Medical Room could be calming room. School has two vacant classrooms currently for 2018 school year
14	Margaret Jenkins	21	0	21	3	2	1			\$6,600.00			
16	McKenzie	13	0	13	2	1	2	1		\$6,600.00	\$7,558.37		
17	North Ridge	13	0	13	2	1	1	1		\$6,600.00			Two small rooms, one computer room off library and one LA room not included in building classroom count

They have most of what they need, but they have identified some changes that are pretty simple in nature which would offer benefits.

#	Schools	Physical Building Classrooms	Current Portable Classrooms	Total Useable Classrooms (Physical + Portable)	Professional Services (2 spaces)	Learning Support Space (1 room)	Sensory Space (1 room)	Calming Space (1 room)	Status	Proposed Facility Budget	Project Cost	Equipment Budget	Notes
18	Oaklands	21	0	21	2	2	1			\$6,600.00			
19	Quadra	23	0	23	4	1	1	1		\$7,000.00			
20	Rogers	17	0	17	2	3	1			\$6,600.00			Current music room not a viable classroom due to gym noise
21	Sir James Douglas	22	0	22	2	2	1			\$40,000.00			
22	South Park	11	0	11		1	1			\$22,000.00			They have other space that will work for the prof space and calming spaces, just need minor renos.
23	Strawberry Vale	17	0	17	2	2	1	1		\$30,000.00			Note that Cindy has been in discussions with Sean regarding the computer classroom 117
24	Tillicum Ele	19	0	19	2	4				\$15,000.00			
25	Torquay	16	0	16	1	3		1		\$25,000.00			They have the space, rooms need to be determined
26	Vic West	16	1	17	2	2	1	1		\$6,600.00			
27	View Royal	21	0	21	3	1	1			\$6,600.00			Need to remove Set BC to have a calming room. One Prof office is half time.
Totals Elem and Middle		851	29	880	70	80	29	27	Sub-Total	\$812,200.00	\$104,773.32	\$707,426.68	
											Remaining Budget:		
												0.81	

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Shelley Green, Superintendent

Phone (250) 475-4162

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TO: Operations Policy and Planning Committee

FROM: Shelley Green, Superintendent of Schools

DATE: April 15, 2019

**RE: Trustee Questions**

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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.