

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

Regular Board Meeting

Tuesday, April 23, 2019 - 7:30 p.m.

**Tolmie Boardroom
556 Boleskine Road**

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



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Tuesday, April 23, 2019 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

AGENDA

**Estimated
Times**

A. COMMENCEMENT OF MEETING

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

- | | | |
|-------------|---|-----------|
| 7:35-7:40pm | A1. Approval of the Agenda | (p 01-04) |
| 7:40-7:45pm | A2. Approval of the Minutes | |
| | a) Approval of the March 11, 2019 Regular Board Minutes | (p 05-09) |
| | b) Approval of the April 3, 2019 Special Board Budget Minutes | (p 10-11) |
| | A3. Business arising from the Minutes | |
| | A4. Student Achievement | |
| | a) Scott Thomas, Principal and Jen Fahr, Vice-Principal
Rogers Elementary School | |
| | b) Scott Van Ek – Spectrum Community School
Presentation by: Lindsay Johnson, District VP, Pathways & Partnerships | |
| | A5. District Presentations | |
| 8:00-8:15pm | A6. Community Presentations (5 minutes per presentation) | |
| | a) Pierre Kouba, Child Care Portables at Willows Elementary School | |
| | b) Meena Sran, Willows Elementary School Playground | |
| | c) Bonnie Smith, Cooper Smith Music Library | |

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

B. CORRESPONDENCE

- B1. Letter from Inclusion BC** (p 12)
- B2. Letter from GVTA re International Student Tuition** (p 13-14)
- B3. Letters (2) from the District of Saanich re Spectrum Turf & Rink Committee** (p 15-17)
- B4. Letter from District of Saanich re Council Liaison Position** (p18)

8:15-8:25pm

C. TRUSTEE REPORTS

- C1. Chair’s Report** (p 19-20)
- C2. Trustees’ Reports** (2 minutes per verbal presentation)
 - a) Trustee Hentze (p 21)
 - b) Trustee Whiteaker (p 22)

8:25-8:35pm

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) Minutes from the April 8, 2019 meeting – Information only (p 23-25)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the April 8, 2019 combined Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) accept the Terms of Reference under the title of the Equity Ad Hoc Committee as amended. (p 26-27)

ii) That the Board of Education of School District No.61 (Greater Victoria) dissolve the One Learning Community Committee.

8:35-8:45pm

D2. Operations Policy and Planning Committee

- a) Minutes from the April 15, 2019 meeting – Information only (28-31)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the April 15, 2019 combined Education Policy and Directions Committee meeting.

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

- 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. (p 32-37)

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

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;

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

- iii) 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. (p 38-39)

E. DISTRICT LEADERSHIP TEAM REPORTS

8:45-8:55pm

E1. Superintendent’s Report

- a) Monthly Report (p 40)

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

- b) Trustee Questions (p 41)

8:55-9:05pm

E2. Secretary-Treasurer’s Report

- a) Monthly Report (p 42)

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

- b) Poll Vote Results – 2019/2020 School Calendar (p 43)

9:05-9:20pm **F. QUESTION PERIOD** (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

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

9:20-9:30PM **H. NEW BUSINESS/NOTICE OF MOTIONS**

H1. New Business

- a) Trustee McNally – Canadian Maritime Museum

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to appropriate contacts at the City of Victoria, the province, and the federal government, supporting the creation of the Canadian Maritime Museum located in Victoria's Old Town.

H2. Notice of Motions

I. ADJOURNMENT

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



The Board of Education of School District No. 61 (Greater Victoria)
March 11, 2019 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

MINUTES

Present:

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

Regrets:

Trustee Elaine Leonard

Administration:

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

The meeting was called to order at 7:41 p.m.

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

Introductions were done around the Board table.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved by Trustee Painter and seconded:

That the March 11, 2019 Agenda be approved with the following additions:

C2. Trustees' Reports

- b) Trustee McNally
- c) Trustee Painter
- d) Trustee Duncan

Motion Carried Unanimously

A2. Approval of the Minutes

a) It was moved by Trustee Ferris and seconded:

That the February 25, 2019 Regular Board Minutes be approved.

Motion Carried

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

A3. Business arising from the Minutes - None

A4. Student Achievement - None

A5. District Presentations - None

A6. Community Presentations

- a) Jennifer Sutton, PAC Chair from South Park Family School, attended the Board meeting to speak to Trustees with regards to the proposed boundary catchment change and how it relates to South Park School.
- b) Chris Adams, a SD61 parent from South Park Family School, attended the Board meeting to speak against the proposed catchment boundary changes as it relates to South Park School.
- c) Ameer Ballantyne, a reading recovery teacher in the district, attended the Board meeting on behalf of the GVTA to speak to Trustees with regards to the value of this program in the District.
- d) Debra Swain, a reading recovery teacher in the district, attended the Board meeting on behalf of the GVTA to speak to Trustees with regards to the value of this program in the District.
- e) Lila Lund, a kindergarten teacher at Macaulay Elementary, attended the Board meeting on behalf of the GVTA and spoke to Trustees with regards to space issues at her school and urged the Board to find a solution.

B. CORRESPONDENCE

B1. Letter from Inclusion BC

A letter from Inclusion BC was received for information purposes.

C. TRUSTEE REPORTS

C1. Chair's Report

Chair Watters referred Trustees to her written report included in the agenda package and highlighted a few of her meeting over the past few weeks.

C2. Trustees' Reports

- a) Trustee Hentze referred Trustees to her written report included in the agenda package which highlights her activities over the past few months.
- b) Trustee McNally provided a verbal report with regards to meetings and activities over the past month.
- c) Trustee Painter handed out a written report and highlighted a few of his meetings over the past few weeks.
- d) Trustee Duncan provided a written update as the Board representative to BCSTA.

D. BOARD COMMITTEE REPORTS

D1. Combined Education Policy and Directions Committee

- a) The minutes from the March 4, 2019 meeting were received for information.
- b) Chair Watters referred to the combined Education Policy and Directions and Operations Policy and Planning Committee meeting minutes and presented the following recommended motions.

It was moved and seconded:

- i)

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

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

Abstain: Trustee Paynter

It was moved and seconded:

- ii)

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

D2. Combined Operations Policy and Planning Committee

- a) The minutes from the March 4, 2019 meeting were received for information.
- b) Chair Watters referred to the combined Operations Policy and Planning and Education Policy and Direction Committee meeting minutes and presented the following recommended motion.

It was moved and seconded:

- i)

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

D3. Audit Committee Report

Secretary-Treasurer, Mark Walsh, referred Trustees to the Audit Committee Report in their agendas. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

It was moved by Trustee Paynter and seconded:

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

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

- a) Superintendent Green presented her monthly report.

It was moved by Trustee Ferris and seconded:

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

Motion Carried Unanimously

- b) Trustee Questions

Superintendent Green and Deputy Superintendent Whitten responded to Trustee questions regarding low incidence program registration and reading recovery programing.

E2. Secretary-Treasurer's Report

- a) Secretary-Treasurer Walsh presented his monthly report and provided further information regarding childcare consultation meetings and property ownership with regards to Willows Elementary.

It was moved by Trustee Ferris and seconded:

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

Motion Carried Unanimously

F. QUESTION PERIOD

Deputy Superintendent Whitten provided an answer to the following question:

- 1. Please inform us as to the district's plans for special needs classrooms in district high schools (ie: Reynolds and Lambrick Park) over the course of the next few years.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

H. NEW BUSINESS/NOTICE OF MOTIONS

- H1. **New Business - None**

H2. Notice of Motions - None

I. ADJOURNMENT

It was moved by Trustee Whiteaker and seconded:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 8:53 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



The Board of Education of School District No. 61 (Greater Victoria)
April 3, 2019 Special Board Budget Meeting - Tolmie Boardroom, 556 Boleskine Road

MINUTES

Present:

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

Administration:

Mark Walsh, Secretary-Treasurer, Shelley Green, Superintendent, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer and Julie Lutner, Director, Finance, Budgets and Financial Reporting

The meeting was called to order at 7:02 p.m.

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

A. COMMENCEMENT OF MEETING

A1. Approval of the Agenda

It was moved by Trustee McNally and seconded:

That the April 3, 2019 Agenda be approved.

Motion Carried Unanimously

B. 2019-2020 Annual Budget Presentation

Secretary-Treasurer Walsh presented the proposed 2019-2020 Annual Budget and highlighted the significant variances from the 2018-2019 Annual Budget. Secretary-Treasurer Walsh advised that the District has included a 2% wage increase for teachers and support staff effective July 1, 2019 even though the contracts have not yet been settled. He explained that the District is not permitted to budget for the offsetting \$2M of operating grant revenue expected to cover the labour settlement costs until the collective agreements are ratified. As a result, the overall deficit for 2019-2020 is showing as \$5.4M, whereas the actual structural deficit is only \$3.4M. Secretary-Treasurer Walsh advised that the Board has already approved the appropriation of \$2.3M from the 2017-2018 surplus to offset the anticipated deficit and that an additional \$1.1M will need to be appropriated from the anticipated surplus in 2018-2019 in order to balance the budget.

Trustees and stakeholders asked questions of clarification and provided feedback to Secretary-Treasurer Walsh.

C. ADJOURNMENT

It was moved by Trustee Ferris and seconded:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 8:10 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



March 14, 2019

Jordan Watters, Board chair
Greater Victoria School District
556 Boleskine Road
Victoria BC V8Z 1E8

Dear Ms. Watters,

We are writing today to request a retraction of the letter dated March 1, 2019 from Karen Delong addressed to Jordan Watters. We deeply regret the unintended consequences this letter has had for the families of Victor School. We also regret not entering into a more meaningful process with the school district with respect to our values and principles around inclusive education.

Sincerely,

A handwritten signature in black ink that reads "K. Verschoor".

Karla Verschoor
Executive Director, Inclusion BC





Greater Victoria Teachers' Association

965 Alston Street Victoria BC V9A 3S5
t. 250.595.0181 f. 250.595.0189 info@gvta.net gvta.net

via email

March 14, 2019

Board of Trustees
Greater Victoria School District No. 61
556 Boleskine Road
Victoria, BC V8Z 1E8

Dear Trustees,

RE: International Student Tuition

In considering the 2019-20 budget, and going forward, the GVTA encourages the Board of Trustees to take steps to ensure that revenue generated through International Student tuition is allocated to adequately support the needs of International Students.

The GVTA is concerned that when International Students pay tuition to SD61, an inadequate portion of that revenue is being allocated to staffing, materials, and resources that directly support those students. While a portion of the funding is allocated to administration, support, and FTE for the International Student Program at Uplands, a significant portion is allocated to the schools where the students are enrolled, and does not appear to have requirements directing its allocation. As a result, the practice of allocating this funding varies from school to school.

Many International Students require English Language Learner (ELL) support. The Collective Agreement ratios for ELL teachers require 1.0 FTE ELL teacher staffing for every 66 ELL-designated students. However, this ratio refers to Ministry-designations, and does not include International Students. Where there are high numbers of International Students, the ELL teacher can become overwhelmed with requests for support for students who are not on their caseload.

In addition to ELL support, International Students also require additional materials and resources (textbooks, technology, supplies, etc.) and non-enrolling support in the form of Learning Support, Special Education, Counselling, and the support of Educational Assistants and Allied Specialists. This additional FTE support should be on top of the staffing provided through Ministry funding.



Greater Victoria Teachers' Association

965 Alston Street Victoria BC V9A 3S5
t. 250.595.0181 f. 250.595.0189 info@gvta.net gvta.net

The GVTA believes that when International Students are welcomed into the district, it should be with the full support that that require, and that the board should establish guidelines for allocating tuition revenue toward this additional support to schools.

Thank you for your time and attention.

Sincerely,

Robin Tosczak
GVTA Second Vice-President

cc: GVTA Executive Committee



The Corporation of the District of Saanich | Mayor's Office

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

March 15, 2019

Greater Victoria School District #61 Board of Education
c/o Ms. Jordan Watters, Board Chair
Greater Victoria School District #61
556 Boleskine Road
Victoria, BC V8Z 1E8

Dear Chair Watters and Board Trustees:

Re: Spectrum Turf and Rink Committee

At the District of Saanich Council meeting held March 11, 2019, Mayor and Council received a presentation from the STAR (Spectrum Turf and Rink) Committee.

It is our understanding from the presentation that staff, students and community members are interested in building and operating an ice rink and artificial turf field on site at Spectrum Community School, and that they have received approval from School District #61's Board of Education to initiate a feasibility study for the project.

The District of Saanich is supportive of the STAR (Spectrum Turf and Rink) Committee completing a feasibility study that explores the possibility of developing an ice rink and artificial turf field at Spectrum Community School. The District also encourages the Committee through this process to include the exploration of what partnership opportunities with Saanich might be possible.

We look forward to learning about the results of the study from the STAR (Spectrum Turf and Rink) Committee when they have completed this part of their project. In the meantime, if the Committee requires any information for the feasibility study from the District of Saanich, the Committee is encouraged to continue working with Saanich Recreation staff. Ms. Kelli-Ann Armstrong, Senior Manager, Recreation Services can be reached at 250-475-5452.

Yours truly,

Fred Haynes
Mayor

*Thank you for
bringing forward this
initiative
Fred*

- c. Saanich Council
- Bruce Bidney, Principal, Spectrum Community School
- Suzanne Samborski, Director, Saanich Parks and Recreation
- Kelli-Ann Armstrong, Senior Manager, Recreation Services
- Graham Thomson, Manager, G.R. Pearkes Community Recreation Centre

District of Saanich
Legislative Services
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-1775
f. 250-475-5440
saanich.ca



File: 1410-04

March 18, 2019

Ms. Jordan Watters, Chair, Board of Education
School District 61
556 Boleskine Road
Victoria, BC V8Z 1E8

Dear Ms. Watters:

RE: SPECTRUM TURF AND RINK (STAR) COMMITTEE

Please be advised that Saanich Council, at their meeting on March 11, 2019, passed the following resolution further to the Delegation presentation of the Spectrum Turf and Rink (STAR) Committee:

"That Council direct staff to write a letter to School District 61 to advise of Saanich's interest in exploring a relationship with the Spectrum Turf and Rink Committee."

An excerpt of the meeting minutes are attached for reference.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angila Bains", is written over a faint circular stamp.

Angila Bains, B.A., CMC
Manager, Legislative Services

Im

cc: P. Thorkelsson, Chief Administrative Officer
Council

1410-01
Delegation

SPECTRUM TURF AND RINK (STAR) COMMITTEE

B. Bidney, Principal, K. Banman, student, and D. Butcher, Athletic Director from Spectrum Community School presented to Council and highlighted that there is a need for an additional turf field and ice rink in Saanich which could potentially be located on the grounds of Spectrum Community School. They request Council consider a partnership to explore opportunities.

MOVED by Councillor Plant and Seconded by Councillor Harper: “That Council direct staff to write a letter to School District 61 to advise of Saanich’s interest in exploring a relationship with the Spectrum Turf and Rink Committee.”

Council discussion ensued with the following comments:

- Council is interested in getting more information; there is no commitment to financial support at this time.
- There is concern that a turf field would be made of plastic which could impact the pollinators and drainage.

The Motion was then Put and CARRIED

MOVED by Councillor Plant and Seconded by Councillor Brice: “That a potential partnership with the Spectrum Turf and Rink Committee be referred to staff and to the Strategic Planning process.”

Council discussion ensued with the following comments:

- Staff are currently doing a market analysis to determine recreation needs in Saanich; potential opportunities with Spectrum could be determined through further discussions.

The Motion was then Put and CARRIED

District of Saanich
Legislative Services
770 Vernon Ave.
Victoria BC V8X 2W7

t. 250-475-1775
f. 250-475-5440
saanich.ca



File: 1180-20

March 18, 2019

Jordan Watters, Chair, Board of Education
School District 61
556 Boleskine Road
Victoria, BC V8Z 1E8

Dear Ms. Watters:

RE: COUNCIL LIAISON POSITION

Saanich Council has recently reviewed its' practice of appointing Saanich Council liaisons to community organizations and has decided to limit the number of appointments. Although Council has decided not to proceed with a Council Liaison for your organization, there are many additional avenues through which to interact with Council, such as appearing as a Delegation at scheduled meetings, applying for community grants, sharing updates or newsletters by email or mail and by contacting individual Councillors by phone or email. Information on addressing Council can be found on our website at <https://www.saanich.ca/EN/main/local-government/mayor-council/addressing-council.html>.

Thank you for the past opportunity in having a Council Liaison assigned to your organization. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angila Bains".

Angila Bains, B.A., CMC
Manager, Legislative Services

Im

cc: P. Thorkelsson, Chief Administrative Officer
Council

Board of Education

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

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

TO: Board of Education
FROM: Jordan Watters, Board Chair
RE: Chair's Report
DATE: April 23, 2019

As a Board, we have several big pieces moving forward:

- Bargaining has begun to renew the Collective Agreement for teachers. While BCPSEA manages the collective bargaining process on behalf of School Districts, we do have local tables where bargaining will occur across several issues as well.
- The Board has been very busy reviewing the thousands of pages of feedback we received as part of the Boundary Review Process, and we look forward to moving into the next phase soon.

Events of Interest

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

- “Ribbon Cutting” Shop Renewal Celebration at Spectrum

Our district is currently undergoing an extensive renewal of our middle and secondary school shops, and I was able to join Rob Fleming, the Minister of Education, Lana Popham local MLA and Minister of Agriculture, representatives from the Industry Training Authority, several industry partners, as well as staff and students to celebrate the considerable progress that has been made. Student Ciara used a plasma cutter to cut an amazing banner created by another student, Scott. Impressive work by all involved!

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

One *Learning* Community



Air extraction systems have been upgraded, table saws have been replaced with 'saw-stop' technology, and worn tools and equipment have been replaced, to name a few initiatives. Staff and student safety is critical. We have also been able to expand shops to better meet the needs of students. Offering a greater variety of pathways to graduation and more opportunities for hands-on learning will enhance our efforts to prepare students for lifelong learning and maximize their potential. Enhanced shops have enabled the growth of student opportunities such as Youth Work in Trades, Youth Train in Trades, Work Experience and overall student success.

Another area of success we should all be proud of us is the uptick in female identifying students in trades-based programs: 36% of the students in Auto Tech, 28 % of our 'Youth Work in Trades' Apprentices and, 18 % of the students in Aviation are young women. This is indicative of the works that has been done to ensure our shops are environments where everyone feels welcome and supported.

- **Tri-District Chairs Meeting**

I met with Victoria Martin, Chair of Saanich School District, and Ravi Parmar, Chair of Sook School District to discuss instituting regular meetings between the three of us and to explore areas of mutual interest.

Professional Development

I will be attending the following to advance my professional development:

- **Cultural Perspective Training with the Indigenous Perspectives Society**

This opportunity is being funded by the Victoria Family Court and Youth Justice Society and it is a full day in person training followed by an 8-hour online component.

- **BCSTA AGM**

I will be attending with Trustees Painter, McNally and Duncan.

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

One *Learning* Community



Trustee Report
Angie Hentze
April 16, 2019

March 2019

Family of Schools:

- Was invited to read at the Braefoot Read-A-Thon. I thoroughly enjoyed getting the Grade 1 kids all wound up with “The Book With No Pictures.” I was really impressed with the thoughtfulness behind this event, and the buy-in from all the students.
- I also enjoyed the spring music event at Glanford Middle School.

Victoria Sings: I said a few words at one of the Victoria Sings evenings, and thoroughly enjoyed the event (despite the fact that my son nearly fell off his riser while singing).

April 2019

Committee Meetings

- Strategic planning committee
- Facilities committee

Family of Schools:

- Attended the art unveiling at Rogers Middle School (2 panels and 2 paddles carved and painted by James Swan).
- Shopped at the Young Entrepreneurs Fair at Lake Hill Elementary.

Trustee Board Report

Submitted April 17, 2019

By Trustee Ann Whiteaker

Calendar

February 25, 2019 – Board of Education meeting

February 26, 2019 – Times Colonist Interview re Victor school motion

- Boundary Review Public Consultation (Oak Bay High)

February 27, 2019 - Superintendent and Chairs meeting

- CTV Interview – re Victor school motion

February 28, 2019 - CFAI Interview re Victor School motion

- Boundary Review Consultation (Spectrum)

March 4, 2019 – Meeting with Minister and Deputy Minister of Education

- South Park tour
- Education Policy / Operations Planning and Policy combined meeting

March 6, 2019 – Equity / One Learning Community Committee meeting

March 11, 2019 – Cloverdale school Tour

- BC School Centered Mental Health Coalition Steering Committee meeting
- Board of Education meeting

March 14, 2019 – In Camera Board meeting

April 1, 2019 – Meeting with Meagan Brame (School Liaison Esquimalt Council)

April 3, 2019 – Superintendent and Chairs meeting

- Board budget meeting

April 4, 2019 – Interview with Human Early Learning Project & Maria La Rose re: BCSCMHC and Ministry mental health framework

April 8, 2019 – Strategic Planning Committee meeting

- Education Policy Planning committee

April 12, 2019 – BC School Centered Mental Health Coalition meeting – Vancouver

April 15, 2019- In camera Board meeting

- Operations Planning Policy committee

April 16, 2019 – Superintendent Chairs meeting



**Education Policy and Directions Committee
April 8th, 2019 – Tolmie Board Room**

MINUTES

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

Other Trustees Present: Jordan Watters

ADMINISTRATION: Shelley Green - Superintendent, Deb Whitten - Deputy Superintendent, Greg Kitchen - Associate Superintendent, Colin Roberts - Associate Superintendent, Louise Sheffer, Director - Learning Team, Harold Caldwell, Director - Learning Support Team, Ilda Turcotte, GVTA Representative, Doug Smith, Janet Langston, Maryanne Trofimuk - VPVPA Representatives, Karen Walters-Edgar - Meeting Notetaker

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

Chair Duncan welcomed everyone to tonight's meeting.

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

A. COMMENCEMENT OF MEETING

A1. APPROVAL OF THE AGENDA

It was moved by Trustee Ferris

That the April 8th, 2019 Education Policy and Directions agenda be approved.

Motion Carried Unanimously

A2. APPROVAL OF THE MINUTES

It was moved by Trustee Ferris

That the March 4th, 2019 Education Policy and Directions Committee Minutes of the combined Education Policy and Directions and the Operations Policy and Planning meeting be approved.

Motion Carried Unanimously

A3. BUSINESS ARISING FROM THE MINUTES

Chair Duncan commented that on page 3 of the Minutes, in regard to feminine hygiene products in schools, there has not yet been an opportunity for Superintendent Shelley Green to meet with the student rep group. Student representatives will meet in May; there will be a report back to the Education Policy and Directions committee at the May meeting.

B. PRESENTATIONS TO THE COMMITTEE

- a) Barry Rolston and Laura Robin from the Maritime Museum of BC provided an update on Museum's move back to the Bastion Square, with many new features to be added to the building and its resources. Ms. Robin outlined the many educational /interactive programs that are available to elementary, middle and high school students. Trustees and stakeholders asked questions and also provided comments.

Chair Duncan thanked Mr. Rolston and Ms. Robin for their informative presentation.

C. NEW BUSINESS

C1. Introduction of Student Representatives

Superintendent Shelley Green introduced and welcomed Student Representatives, Eryn Gaunt and Taylor Chenard from Lambrick Park Secondary to the Ed Policy Committee.

C2. Dress Code

Deputy Superintendent, Deb Whitten, provided an update on Student Dress Code Policy 5132 - *Student Dress Code*. On April 23, 2018, The Board of Education passed a motion to adopt Policy 5132. Since that time, several conversations have occurred with principals and vice principals when questions have arisen and also a means to continue the dialogue. Ms. Whitten added that as principals annually review the School Code of Conduct with their staff, students and parents, it is expected that Student Dress Code will be reviewed at that time.

Trustees and stakeholders provided feedback and asked questions of clarification.

C3. Mental Health and Wellness Supports and Early Action Initiatives Grant

Deputy Superintendent, Deb Whitten, presented highlights of the Ministry of Education grant that has been provided to School District #61 to support mental and well-being in our school community. Ms. Whitten also highlighted the conditions placed on the utilization of this government grant.

C4. Equity Ad Hoc Board Committee Terms of Reference

Learning Team Director, Louise Sheffer, explained that the One Equitable Learning Community was established as a committee that could blend the work of the One Learning Committee with the Equity Ad Hoc Committee. Ms. Sheffer stated that after reviewing the work of both committees, it was decided that the draft Terms of Reference better outlined the work of the Equity Committee and the committee agreed that the work of the One Learning Committee was completed.

Trustees discussed the Terms of Reference and made amendments to the document.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Terms of Reference under the title of the Equity Ad Hoc Committee as amended.

Motion Carried Unanimously

It was moved by Trustee Ferris:

That the Board of Education of School District No. 61 (Greater Victoria) dissolve the One Learning Community Committee.

Motion Carried Unanimously

D. NOTICE OF MOTION

Trustee McNally proposed the following Notice of Motion:

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to appropriate contacts at the City of Victoria, the province, and federal government, supporting creation of the Canadian Maritime Museum located in Victoria's Old Town.

Motion Carried Unanimously

E. GENERAL ANNOUNCEMENTS - None

F. ADJOURNMENT

It was moved by Trustee Ferris:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 8:25 p.m.

Equity Ad Hoc Board Committee Terms of Reference

Purpose:

The Equity Ad Hoc Board Committee is an ad hoc committee established by the Board for the purpose of examining the practices of the District to determine the extent to which equitable opportunities are being provided for students and staff.

Deliverables:

To make recommendations **to the Board** that foster equity within the district via:

- Support for minoritized communities - **maintain the word “minoritized” instead of inserting Equity-seeking group**
- Human Resource allocations
- Programming
- The distribution of financial resources
- Provide budget ~~feedback~~ **recommendations** to the Board annually by February

Membership:

- Two trustees
- Superintendent or designate
- Three school administrators, one each from elementary, middle and high school
- Three representatives from the Greater Victoria Teachers’ Association
- One representative from the Canadian Union of Public Employees Local 382
- One representative from the Canadian Union of Public Employees Local 947
- One representative from the Allied Specialists’ Association
- One representative from the Victoria Confederation of Parent Advisory Councils
- One representative from each of the Esquimalt and Songhees Nations
- Two student representatives from the Representative Advisory Council of Students

Timeline:

- ~~Provide budget feedback to the Board annual by February~~ **Move up under Deliverables**
- ~~Provide updates and recommendations to the Operations Policy and Planning Committee and the Education Policy and Directions Committee~~
- **The Committee shall review its T.O.R. each June and make a recommendation to the Board on the continuation of the committee in the following school year.**

Voting:

- It is expected that the committee will use a consensus model for decision making. When this is not possible, decisions will be made by a majority vote.

Procedural Note:

- It is anticipated that the committee will liaise with other committees to inform the work of these committees, **including allocations working group.**
- The committee will be able to seek information from district staff and outside sources as determined by the committee.

- The committee meetings times and locations will be posted on the District website.
- Meetings summaries will be posted to the district website.
- The public is welcome to attend meetings.

Date adopted: October 24, 2016
Revised: June 26, 2017 (by Board motion)
Revised: April 8, 2019

DRAFT



**Operations Policy and Planning Committee Meeting
April 15, 2019 – Tolmie Boardroom**

REGULAR MINUTES

Committee Members Present: Rob Paynter, Committee Chair; Angie Hentze; Elaine Leonard; Ann Whiteaker

Other Trustees Present: Ryan Painter

Administration:

Shelley Green, Superintendent of Schools; Mark Walsh, Secretary-Treasurer; Deb Whitten, Deputy Superintendent; Greg Kitchen, Associate Superintendent; Colin Roberts, Associate Superintendent; Katrina Stride; Associate Secretary-Treasurer; Julie Lutner, Director of Finance, Budgets and Financial Reporting; Lisa McPhail, Communications Officer

The meeting was called to order at 7:10 p.m.

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

1. APPROVAL OF THE AGENDA

It was moved by Trustee Whiteaker:

That the April 15, 2019 regular agenda be approved with the following amendment:

1. Remove agenda item 4. Presentations to the Committee, A. Request for Easement at Quadra Warehouse to Support Urban Connectivity and Community due to Luke Mari being unable to attend.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the March 4, 2019 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Increased Funding for Educational Assistants - Jane Massy

Jane Massy, President of CUPE 947, spoke in favour of increased funding for Educational Assistants.

5. SUPERINTENDENT’S REPORT

A. Recognition of Student Representative

Superintendent Green welcomed Eryn Gaunt, student representative from Lambrick Park Secondary School.

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. Annual Budget 2019/2020

Secretary-Treasurer Walsh provided highlights of the proposed 2019/2020 Annual Budget presented to the public on April 3, 2019. Secretary-Treasurer Walsh advised that the Board will deliberate and approve the 2019/2020 Budget Bylaw on April 17, 2019. Trustees and stakeholders asked questions of clarification of Secretary-Treasurer Walsh.

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

Secretary-Treasurer Walsh presented the Ministry approved capital projects submitted in the District’s Annual Five-Year Capital Plan for 2019/20. Approved minor capital projects included roof and energy upgrades at Richmond Elementary, window upgrades at Mount Douglas Secondary, flooring upgrades Lansdowne Middle, universally accessible playground equipment at Braefoot Elementary and Eagle View Elementary, and new school buses.

The Committee supported that the following motions be brought forward to the April 23, 2019 Board of Education meeting:

<p>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.</p> <p style="text-align: right;">Motion to be Carried Unanimously</p>
--

<p>That Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 be:</p> <p>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;</p> <p>And that the Chairperson and the Secretary-Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.</p>
--

C. Policy Sub-Committee

Superintendent Green advised the Committee of the Policy Sub-Committee’s recommendation to consider engaging a governance specialist to review Board policies with the intent to streamline the policy manual and create an administrative manual. Trustees asked questions of clarification.

It was moved by Trustee Hentze:

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.

Motion Carried

For: Trustees Hentze, Leonard, and Paynter

Against: Trustee Whiteaker

8. FACILITIES PLANNING

A. Water Quality Upgrade

Secretary-Treasurer Walsh provided the Committee with information regarding additional water quality testing being completed at schools as a result of the Federal Government lowering the allowable limit of lead in water.

B. Childcare Update

Secretary-Treasurer Walsh provided an update on the progress of the eleven (11) child care studios already funded by the Ministry of Children and Family Development (MCFD). The Committee was informed of a potential change in the plan which would see the funding initially earmarked for Willows Elementary shifted to Braefoot Elementary. Secretary-Treasurer Walsh also explained that, due to the significant demand for childcare expansion, further funding applications to MCFD are being considered. Trustees and stakeholders asked questions of Secretary-Treasurer Walsh.

C. Inclusion for Learning Strategy Update

Secretary-Treasurer Walsh updated the Committee on the completion of work pertaining to the Inclusion for Learning Strategy. Secretary-Treasurer Walsh advised that construction has been completed at several schools while further consultation and the distribution of sensory supplies continue at the remaining schools. Trustees and stakeholders asked questions of clarification of Secretary-Treasurer Walsh.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

10. NEW BUSINESS

A. Trustee Questions – None

B. School Theatres - Trustee McNally

Trustee McNally requested that her motion be tabled until the Fall.

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 programs.

C. Reading Recovery - Trustee McNally

Trustee McNally requested that her motion be tabled until the Fall.

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 - None

12. GENERAL ANNOUNCEMENTS - None

13. ADJOURNMENT

It was moved by Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:43 p.m.



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: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
DATE: April 23, 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 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;

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.

One *Learning* Community



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

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.

**Ministry of
Education**

Capital Management Branch

Resource Management
Division

Mailing Address:

PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:

5th 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 http://www.astsbc.org
	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 http://www.astsbc.org

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 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: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
DATE: April 23, 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.

One *Learning* Community



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.

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education
FROM: Shelley Green, Superintendent of Schools
RE: Superintendent's Report
DATE: April 23, 2019

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

Events and Meetings

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

- District Committees
 - District Facilities Planning Committee
 - Policy Sub Committee
- Additional Meetings and Events
 - Camosun College Award for Innovation & Community Partnership
 - Colquitz Middle
 - Generative Dialogue/Coaching
 - Glanford Middle
 - GVTA – Joint Committee
 - GVTA – Professional Relations Committee
 - Northridge Elementary
 - Spectrum Community
 - Tillicum Elementary
 - New Principal Leader Cohort
 - Principal Evaluations
 - Public Board Budget Meeting
 - Quadra Elementary Staff & PAC
 - Shoreline Health & Wellness Hub Meeting
 - Strategic Plan
 - Superintendents of Sooke and Saanich School Districts
 - VCPAC
 - VPVPA
 - Willows Elementary Staff & PAC

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



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

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education
FROM: Shelley Green, Superintendent of Schools
RE: **Trustees' Questions**
DATE: April 23, 2019

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

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

One *Learning* Community



Office of the Secretary Treasurer

Mark Walsh - Secretary Treasurer

TO: The Board of Education
FROM: Mark Walsh, Secretary-Treasurer
DATE: April 23, 2019
RE: **Monthly Report**

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

- Boundary Review Consultation Meetings
- Media Interviews re Boundary Review
- Policy Sub-Committee Meeting
- Meetings with Municipal Partners
- Local Bargaining Meetings
- School Visits
- District Facilities Plan Committee Meeting
- BCASBO Zone Meeting

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

TO: Board of Education

FROM: Mark Walsh, Secretary-Treasurer

RE: **Poll Vote – 2019-2020 School Calendar**

DATE: April 23, 2019

A poll vote on the following motion was conducted on April 4, 2019:

That the Board of Education of School District No. 61 (Greater Victoria) approve the following 2019/2020 School Calendar dates:

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

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

Motion Carried Unanimously

The motion carried unanimously and the Ministry of Education was advised. The calendar has been posted to the District website.