

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

Regular Board Meeting

Monday, June 24, 2019 - 7:30 p.m.

**Tolmie Boardroom
556 Boleskine Road**

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



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, June 24, 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) |
| 7:40-7:50pm | A2. Approval of the Minutes
a) Approval of the May 27, 2019 Regular Board Minutes |
(p 05-11) |
| | A3. Business arising from the Minutes | |
| | A4. Student Achievement | |
| | A5. District Presentations
a) Recognition of Audrey Smith – VCPAC President | |
| 7:50-8:35pm | A6. Community Presentations (5 minutes per presentation)
a) Helene Poulin, GVTA, French Immersion
b) Tonya Winton, GVTA, French Immersion
c) Alex Greig and Tayler Jernslet, GVTA, Bargaining
d) Angela Carmichael, George Jay, Co-PAC President, Boundary Review
e) Kathryn Allan-Kwasnica, Cloverdale Traditional School, Boundary Review
f) Starr Munro, Cloverdale Traditional School, Boundary Review
g) Jenn Sutton, PAC Chair, South Park Family School, Boundary Review | |

- h) Kristil Hammer, South Park Family School PAC, Boundary Review
- i) Allison Bottomley, South Park Family School PAC, Boundary Review

B. CORRESPONDENCE

- B1. Letter to City of Victoria re Bike Path at Quadra Elementary** (p 12)
- B2. Letter to Victoria Regional Transit Commission re Free Transit** (p 13-14)

8:35-8:50pm

C. TRUSTEE REPORTS

- C1. Chair’s Report** (p 15)
- C2. Trustees’ Reports** (2 minutes per verbal presentation)
 - a) Trustee Duncan & Trustee Painter – Committee Report (p 16)
 - b) Trustee Duncan – BCSTA Trustee Representative Report (p 17-18)
 - c) Trustee Hentze – Committee Reports (p 19-21)
 - d) Trustee McNally – Trustee and Committee Reports (p 22-29)
 - e) Trustee Whiteaker – Trustee Report (p 30-31)

8:50-9:05pm

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) Minutes from the June 3, 2019 meeting – Information only (p 32-35)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the June 3, 2019 Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) approve a sibling priority in Regulation 5118.2 for those families who have siblings impacted by a change to their current school boundary in the 2020/2021 school year before establishing the current boundary proposals. (p 36-39)

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a report directly from the Superintendent to the Board in February 2020 that provides: **1.** the history of gifted education and related funding in SD61 and provincially to the present **2.** complete information on funding changes provincially and in SD61 over the last ten years

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

that have impacted gifted education in SD61 and the province 3. information regarding provision of targeted gifted education in SD61 over the last ten years 4. In-depth information explaining any proposed service delivery model / models of service under consideration for the 2019-2020 school year and forward for students designated "gifted" in SD61 in order that the Board may consider how best to allocate resources to serve the vulnerable gifted student population, before a service model that differs from current practice is put in place.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Board Chair to write relevant funders to advocate for the maintenance of school crossing guard funding.

9:05-9:25pm

D2. Operations Policy and Planning Committee

- a) Minutes from the June 10, 2019 meeting – Information only (p 40-44)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the June 10, 2019 Operations Policy and Planning Committee meeting.

- i) That the Board of Education of School District No. 61 (Greater Victoria) recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:
- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
 - b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
 - c) demonstrate leadership by directing the Board Chair to write letters to other school boards, local MLAs, and Provincial government encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.
- ii) That the Board of Education of School District No. (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs of the Greater Victoria Schools becoming a Living Wage Employer.
- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to instruct staff to participate in the development of a formal business plan for the Spectrum Turf and Rink (STAR) Project. To be developed with the STAR Committee, SD61, and community partners.

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

D3. Audit Committee Quarterly Report (p 45-48)

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2019 Quarterly Financial Report as presented to the Audit Committee.

E. DISTRICT LEADERSHIP TEAM REPORTS

9:25-9:35pm

E1. Superintendent's Report

- a) Monthly Report (p 49)

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

- b) Trustee Questions (p 50)

9:35-9:50pm

E2. Secretary-Treasurer's Report

- a) Related Party Transactions (p 51-52)
b) Policy Sub-Committee Report (p 53-56)

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1200 Superintendent.

9:50-10:05pm **F. QUESTION PERIOD** (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

- G1. Annual Student Withdrawal Report and PRC/Diversion** (p 57)
G2. Annual Student Unusual Exclusion Report (p 58)

H. NEW BUSINESS/NOTICE OF MOTIONS

- H1. New Business**
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)
May 27, 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, Elaine Leonard, Diane McNally, Ryan Painter and Rob Paynter

Administration:

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

The meeting was called to order at 7:45 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 done around the board table.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved by Trustee Leonard and seconded:

That the May 27, 2019 Agenda be approved.

Motion Carried Unanimously

A2. Approval of the Minutes

a) It was moved by Trustee Ferris and seconded:

That the April 17, 2019 Special Board Budget Minutes be approved.

Motion Carried Unanimously

b) It was moved by Trustee Painter and seconded:

That the April 23, 2019 Regular Board Minutes be approved.

Motion Carried Unanimously

c) It was moved by Trustee Ferris and seconded:

That the April 30, 2019 Special Board Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes - None

A4. Student Achievement - None

A5. District Presentations

- a) Chair Watters recognized departing Secretary-Treasurer, Mark Walsh, and thanked him on behalf of the Board for his dedication and commitment to the District. Chair Watters presented Mr. Walsh with a token of appreciation and wished him well on his future.

A6. Community Presentations

- a) Jenn Sutton, PAC Chair from South Park Family School, attended the Board meeting to speak to Trustees with regards to the proposed catchment boundary changes as it relates to South Park School.
- b) Kristil Hammer, a parent of a student attending South Park Family School, attended the Board meeting to speak to Trustees with regards to the proposed catchment boundary changes as it relates to South Park School.
- c) Laura Trunkey, a parent of a student attending South Park Family School, attended the Board meeting to speak to Trustees with regards to the proposed catchment boundary changes as it relates to South Park School.
- d) Skye Stegenga, a parent of children attending George Jay Elementary School, attended the Board meeting to speak to Trustees with regards to the overcrowding at George Jay Elementary School as it relates to the proposed changes to catchment boundaries.
- e) Kathryn Allan-Kwasnica, PAC Co-Chair from Cloverdale Traditional School, attended the Board meeting to speak to Trustees with regards to the proposed catchment boundary changes as it relates to Cloverdale School.
- f) Robin Grazley, PAC Representative from Doncaster Elementary School, attended the Board meeting to speak to Trustees with regards to the proposed catchment boundary changes as it relates to the pathways in the Reynolds Family of Schools.
- g) Audrey Smith, VCPAC President, attended the Board meeting to remind Trustees the role that VCPAC plays in the District and provided an annual report on how their funding was spent this year.
- h) Rebecca Mellett, President of the Beausoleil Parents' Association, attended the Board meeting to speak to Trustees with regards to the proposed catchment boundary changes and how it will affect their lease of the former Sundance School on Bank Street.

B. CORRESPONDENCE**B1. Letter of Support to Maritime Museum of B.C.**

A letter of support was sent to the Maritime Museum of B.C. and was received for information purposes.

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

- a) Chair Watters referred Trustees to her written report included in the agenda package and highlighted a few of her meetings over the past month.

- b) Chair Watters reminded Trustees of the May 31, 2019 deadline to complete the Strategic Plan survey for the Canadian School Board Association.

C2. Trustees' Reports

- a) Trustee Hentze referred Trustees to her written report included in the agenda package which highlights her activities over the past month.
- b) Trustee Duncan provided a verbal report of her meetings and activities over the past month.
- c) Trustee Duncan referred Trustees to her written report included in the agenda package with respect to her role as the board BCSTA Representative.

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) The May 6, 2019 Education Policy and Directions Committee meeting minutes were received for information.
- b) Chair Watters referred to the draft 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) approve the 49 revised Grade 11 and Grade 12 Board/Authority Authorized courses.

Motion Carried

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

Abstain: Trustee McNally

D2. Operations Policy and Planning Committee

- a) The May 13, 2019 Operations Policy and Planning Committee meeting minutes were received for information.
- b) Chair Watters referred to the draft meeting minutes and presented the following recommended motions.

It was moved by Trustee Painter and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve recommended motions #1, #2 and #3 from the May 13, 2019 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

It was moved and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) video record the two standing committee monthly meetings (Education Policy and Directions, and Operations Policy and Planning), and post them to the District website after each meeting for public viewing. A recording notification will be included in all standing committee agendas.

Motion Carried Unanimously

It was moved and seconded:

- ii) That the Board of Education of School District No. (Greater Victoria) direct the Chair to write a letter to the Victoria Regional Transit Commission endorsing the Free Transit Campaign and encouraging them to implement a pilot program in the 2020 budget eliminating user fees for youth under 18 years of age.

Motion Carried Unanimously

It was moved and seconded:

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-Committee to, as a matter of priority, bring forward a policy outlining the process, criteria and timelines for the Superintendent evaluation to the Board of Education for approval at the June, 2019 Board Meeting.

Motion Carried Unanimously

Chair Watters referred to the meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked.

It was moved and seconded:

- iv) That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-Committee to review Policy 1330: Community Use of Operational Schools and Grounds, develop policy recommendations regarding the rental of facilities to parties espousing values inconsistent with those of the School District and provide these recommendations to the Operations Policy and Planning Committee for deliberation.

Motion Carried

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

D3. Audit Committee Report

The Audit Committee Report was presented by Secretary-Treasurer Walsh.

It was moved by Trustee Leonard and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the Audit Planning Report for 2018-2019 as presented by KPMG to the Audit Committee.

Motion Carried Unanimously

It was moved by Trustee Painter and seconded:

- ii) That the motion "*That the Board of Education of School District No. (Greater Victoria) accept the March 2019 Quarterly Financial Report as presented to the Audit Committee*" be referred to the June 24, 2019 Board of Education meeting agenda.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

- a) Superintendent Green presented her monthly report and highlighted some additional information with respect to meetings and a conference that she attended.

It was moved by Trustee McNally 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) Superintendent Green referred Trustees to the proposed 2019/2020 Board of Education and Standing Committee meeting dates and answered questions of clarification.

It was moved by Trustee Ferris and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2019/2020 Board of Education and Standing Committee meeting dates.

Motion Carried Unanimously

- c) Associate Superintendent Roberts referred Trustees to the information contained in their agendas with respect to the specialty academy fees at specific high schools and answered questions of clarification from Trustees.

It was moved by Trustee Painter and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) make available to the public via the District website, the schedule of fees that have been approved by the parents' advisory council for the school where the board proposes to offer specialty academy.

Motion Carried Unanimously

- d) Secretary-Treasurer Walsh presented the 2018 Carbon Neutral Action Report and directed Trustees to specific highlights in the report. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.
- e) Superintendent Green responded to questions from Trustees with regards to musical instrument repairs, meal programs, lead remediation, the proposed bike lane behind Quadra Elementary School, the menstrual products motion and District initiatives with regards to climate change.

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the City of Victoria in support of the Quadra Elementary PAC and their concerns with regards to the proposed bike path planned for the rear of the school.

Motion Carried Unanimously

E2. Secretary-Treasurer's Report

- a) Secretary-Treasurer Walsh presented his monthly report and provided Trustees with a transition plan after his departure and before a new Secretary-Treasurer is hired.

It was moved by Trustee Painter and seconded:

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

Motion Carried Unanimously

F. QUESTION PERIOD

- F1.** I am concerned about the emerging growth numbers for the core corridor, pointing toward conclusions that the current catchment boundary proposal is a short-term solution at best, while still not necessarily meeting the immediate, crisis level needs of some

schools. Do District staff and Trustees share those concerns? What action/steps will be taken to ensure there is a long-term solution under consideration, to address capacity in the core, particularly at George Jay?

Associate Superintendent, Colin Roberts, responded by saying that the boundary review team is currently working with Baragar Systems and the information that they have provided to properly address all concerns in the future.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G1. Letter to City of Victoria re Crystal Pool

Chair Watters reported out to the public that the following motion that was carried at the May 27, 2019 In-Camera Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) report out during the public portion of the May 27, 2019 Board of Education meeting, the letter written to the City of Victoria regarding the relocation of the Crystal Pool. Further, to post the letter to the District website under Advocacy Letters.

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business - None

H2. Notice of Motions

- a) Trustee Watters provided a notice of motion for the June 10, 2019 Operations Policy and Planning Committee meeting agenda.

That the Board of Education of School District 61 (Greater Victoria) recognize the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- i) Direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change call to limit warming to 1.5 degrees;
- ii) Direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal governments; and
- iii) Demonstrate leadership by directing the Board Chair to write letters to other school Boards in our region (Gulf Islands, Saanich, Sooke and Cowichan) encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.

I. ADJOURNMENT

It was moved by Trustee Painter and seconded:

That the meeting be adjourned. **Motion Carried Unanimously**

The meeting adjourned at 9:40 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer

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*

June 3, 2019

By email: mayorandcouncil@victoria.ca

The Mayor and Council
The City of Victoria
1 Centennial Square
Victoria, B.C.
V8W 1P6

Re: Bike Path – Quadra Elementary School

Dear Mayor Helps and Council,

On behalf of the Greater Victoria School Board, I am writing with respect to the City's ongoing consultation process to extend bicycle access in the Quadra neighbourhood. First of all, we would like to express our appreciation for the level of engagement the City has had with the Ecole Quadra Community. I understand that parents and staff were consulted on a number of occasions.

While we are confident that the input of the school community will be taken into consideration when this matter comes before Council, we do want to express our support for the school communities' concerns. While the Board is supportive of active and safe routes to schools, we share the school's concerns about the safety issues that the proposed transportation route would create for our students accessing the playing field at the school.

Thank you for your consideration on this issue.

Yours sincerely,



Jordan Watters
Chair, Board of Education

Cc: Board of Education
Shelley Green, Superintendent of Schools
Marilyn Campbell, Principal, Quadra Elementary School

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

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*

June 4, 2019

via email: susan.brice@saanich.ca

Susan Brice, Chair
Victoria Regional Transit Commission

Re: Free Transit Campaign

Dear Chair Brice,

I am writing on behalf of the Greater Victoria School Board to express our support for the Free Transit Campaign and to urge you to implement a pilot program that eliminates user fees for youth 18 years of age and younger. Such a program would increase ridership among young people and families, and thus significantly contribute to the reduction of carbon emissions in the Capital Regional District.

As you are likely aware, transportation is the largest source of community-based CO2 emissions in the region. If we are to significantly reduce our emissions in line with the UN's Intergovernmental Panel on Climate Change's recommendations, we must increase public transportation ridership. We know that user fees are a significant barrier to many of our students, and we believe a pilot program would see broad uptake and result in increased ridership over the long term.

Public transportation has long played a critical role in supporting safe, healthy and connected communities, and we believe that within the context of potentially catastrophic climate change the importance of this role is only growing. We applaud the efforts the Commission has made in recent years to increase transit accessibility, and we urge you to consider taking more steps to support our communities in achieving carbon neutrality by 2030. As noted by the Free Transit Campaign, enhanced transit routes and bus lanes, fleet expansion and electrification, as well as the elimination of user fees are all important actions that the Commission can take as part of a climate action plan.

As a Board, we are inspired by the leadership of our students and their call for bold action on climate change. We urge you to consider heeding their call and show strong forward-looking climate leadership. We will all benefit from such efforts.

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

Yours sincerely,



Jordan Watters
Chair, Board of Education

Cc: Board of Education
Shelley Green, Superintendent of Schools
Katrina Stride, Acting Secretary-Treasurer
Mayor Helps, City of Victoria
Mayor Haynes, District of Saanich
Mayor Murdoch, District of Oak Bay
Mayor Martin, City of Colwood
Sharmarke Dubow, Councillor, City of Victoria

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



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: June 24, 2019

Each June brings a flurry of activity as the school year winds to an end. We celebrate together the accomplishments of our students and staff, and we say goodbye to those moving on to new adventures. Each Graduation ceremony is a ritual of lifting each other up and preparing our young people for flight. And fly they do! At different speeds and to different places, but they all make us so very proud.

It was my great honour to attend and deliver a speech at our Aboriginal Graduation Ceremony where 72 graduates from over 30 different nations were recognized for their accomplishments. We are grateful to Songhees for hosting us and for the wonderful meal we were able to share together.

Another highlight of my month was attending Government House on the invitation of the Lieutenant Governor to commemorate the release of the Nation Inquiry into Missing and Murdered Indigenous Women and Girls Final Report. It was an intimate and powerful gathering of leaders from around the Province, and I was honoured to be among them. Bradley Dick provided a beautiful welcome and song. Chief Commissioner Buller's remarks and calls to justice were deeply felt throughout the room. I was thrilled to chat with her afterwards about the important work to be done and the roles that public education must play in addressing the "persistent and deliberate pattern of systemic racial and gendered human and Indigenous-rights violation and abuses perpetuated historically and maintained today by the Canadian state."



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

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: Trustee Duncan and Trustee Painter
RE: Advocacy Ad Hoc Committee and Public Engagement Ad Hoc Committee
DATE: June 24, 2019

Trustee Duncan and Trustee Painter, appointed to the Advocacy Ad Hoc Committee and the Public Engagement Ad Hoc Committee met with fellow Committee members twice during the 2018/19 school year. The members of the Ad Hoc Committee discussed the areas of focus for the Advocacy Ad Hoc Committee moving forward. A proposed Terms of Reference is being drafted by the Superintendent to be discussed and approved at a future Ad Hoc Committee meeting.

The Committee members discussed the possibility that the previously constituted Public Engagement Ad Hoc Committee had concluded the stated work of that Committee. However, a proposal with regards to the future of the Public Engagement Ad Hoc Committee work has yet to be fully considered and agreed by the current Ad Hoc Committee membership.

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

BCSTA Annual General Meeting:

The 2019 BCSTA AGM took place at the Sheraton Vancouver Airport Hotel in Richmond BC on April 25-28. A Report of Proceedings is now available on the BCSTA website under the *Members* tab via the following link:

https://bcstahub.org/ShowItemData.po?handle=6904754&filename=Report_of_Proceedings_2019

Provincial Council:

The next Provincial Council is scheduled to take place 25 & 26 October 2019. Details will follow in due course.

Canadian School Board Association Report:

BCSTA provides regular reports on its activities to the Canadian School Boards Association. You can access the latest CSCA Report for April 2019 via the following link:

http://bcsta.org/wp-content/uploads/2019/04/Spring_2019_04_csba_report.pdf

Funding Model Review (FMR):

You will recall that in February 2019 Provincial Councillors were informed that the next steps of the FMR process will be focussed on gathering additional input to inform implementation approaches. The following areas were highlighted as requiring additional work before implementation: financial management, online learning, adult and continuing education, inclusive education.

You will also be aware that working groups were established to study implications and solutions of the FMR proposals. During Provincial Council in February 2019 we were told that the intention is to utilize input from working groups and other partners to finalize policy development and modelling. We were also informed that School Districts will be made aware of any changes in advance to support 2020/21 budgeting and planning processes.

A Funding Model Implementation Report was released on 17 June 2019. The Report provides additional information about what has been discussed in working groups to date and next steps for the review process leading up to the reporting deadline of fall 2019.

The Funding Model Implementation Report can be accessed in full via the following link:

<https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/funding-model-review/funding-model-implementation-report-june-2019.pdf>

Reminders:

- All of British Columbia's Boards of Education were recently copied on the Minister of Education, Honorable Rob Fleming's letter dated 17 June 2019 summarizing milestones from this school year and outlining the work that will continue into the coming school year.

BCSTA Hub:

Many useful resources are available to Trustees via the BCSTA Hub including: motion guidance, BCSTA motion tracking and examples of policies from other District's across British Columbia. The BCSTA Hub may be accessed via the following website: <https://bcstahub.org/>

Significant Dates:

- *Provincial Council, Motion Submission Deadline, 20 September 2019.*
- *Provincial Council, 25 & 26 October 2019.*
- *VISTA, 25 & 26 October 2019.*

Angie Hentze

Trustee Report Submitted to the Greater Victoria School Board

June 18, 2019

RE: Gender & Sexuality Alliance Report

The District Gender and Sexuality Alliance (GSA) meets monthly to share resources and discuss activities that are taking place within our school-based GSA Clubs. GSA agendas, notes (minutes), upcoming events, and resources are now accessible on the District's Healthy, Safe, and Caring Schools website (healthyschools.sd61.bc.ca/resources-links/gsa/). The GSA is chaired by Director of Learning Support, Harold Caldwell.

This year, meetings were held at the School Board office, in an attempt to choose a central location, to encourage student attendance. However, we will be moving back to hosting the GSA in different schools next year.

The focus of these meeting has included:

- Supporting schools in their Rainbow Week activities.
- Love is Love – Youth Led Conference
- Sharing ideas and resources
- Sharing events
- Supporting students
- Supporting staff

The GSA is once again spear-heading the District's entry in the July 7th PRIDE Parade.

- VPS youth Pride Kick-off Party will be at the Fairfield community center, June 22 from 7-10pm.
- Interested people will be meeting at noon on July 6th at Esquimalt High to decorate the float.
- SD61 has shared their rainbow logos with SD62 & SD63 and they will be joining us in the parade.
- Everyone is welcome to march July 7th .

Angie Hentze
Trustee Report Submitted to the Greater Victoria School Board
June 18, 2019
RE: Facilities Committee

The District Facilities committee meets (usually) monthly to discuss the Long Term Facilities Plan, and discuss operations of it. The committee has been chaired by Secretary Treasurer, Mark Walsh. However, I will take over as chair in September. Membership includes Facilities staff, school administration, and district parents.

Since I joined the committee in December, the focus of the meetings has been almost entirely consumed by the boundary review process. We have received updates from Associate Superintendent, Colin Roberts, and discussed implications of various ideas and recommendations.

We have also discussed the Child Care grants, and location of the new Learning Studios on the six sites receiving them.

Next September, we will be focusing on updating the Long Term facilities plan, and making sure that it is in line with the updated Strategic Plan. We will assess what progress has been made, and prioritize upcoming projects.

I want to thank acting Secretary Treasurer, Katrina Stride, and Manager of Capital Planning and Implementation, Marni Vistisen, for their help and support as I transition into this challenging role.

You are invited to join
Greater Victoria School District
in the
PRIDE
PARADE!



Victoria's Pride Parade is a beautiful display of diversity, spirit, creativity, and unity!

Greater Victoria School District will be participating in the Pride Parade with a float and walking contingent. We would love for you to join us in celebrating our

One Learning Community!

July 7, 2019

10:30 - 12:30

***As this event is outside of the regular school year it will not be supervised, participation is voluntary.**

To learn more contact your school GSA representative:

May 2019 Trustee Report
Diane McNally, Trustee, SD61 Greater Victoria Board of Education.

Community Liaison Assignments:

- Town of View Royal: Thetis Lake Apartments 152 multi-family residential units in two six-storey rental buildings.
- Therapeutic Recovery Community (Our Place; Talcott Road) community group now meets every two months; no issues from community.

Ad Hoc Committees:

- Equity Ad Hoc Committee: Report provided for June 2019 Board meeting.
- Policy Advisory Committee: Met 12 times since January 2019. Report provided for June Board meeting. Final meeting for school year June 28.

Schools: May 6 Indigenous Gardens project at Esquimalt High. Campus View Facilities presentation May 22. SJ at Burnside opening ceremony May 27.

Aboriginal Nations Education Council: April 15: minutes to come from the ANEC Chair, Janice Simcoe. Laying groundwork for working together focus of the meeting, so discussion of proposed TOR postponed to the fall. May 13 meeting attended by Janice Simcoe, Shelly Niemi, Shawneen Pete, Diane McNally. Decolonization discussion.

SD61 Board & Related meetings:

- April 25, 26, 27 BCSTA AGM : SD61 Board's two motions defeated; disposition of motions available on BCSTA website.
- April 29 Governance workshop with Megan Dykeman, Board initiative
- May 6/ June 3 Ed Policy and Directions; May 13 / June 10 Operations Policy and Planning; May 27 Board.
- May 16 met individually with Lee Southern, governance specialist working with the Board on Board's initiative. June 17 full board governance workshop.
- My Place transitional home community meetings (across from Central Middle School - with Trustee Duncan) : monthly
- May 30: Indigenous students grad, Songhees Wellness Centre
- June 6: District Retirement event, UVic Club
- June 19. boundary Review meeting; June 24 Board meeting; June 25 Boundary vote meeting;

Trustee Professional Development / Community Attendance:

- South Island Community Overdose Responders Network (not representing the Board; am there as a community member concerned with youth welfare): practical and policy

discussions and actions on drug use and overdose crisis in the local community and more widely

- Planning Committee for International Overdose Awareness Day August 31 (not representing the Board)
- Continuing study of Karen Tracy's book "Challenges of Ordinary Democracy" (2010; Professor Emeritus, Communication Studies, U Colorado): "Reasonable hostility, the communication ideal I advocate , honors several competing and legitimate aims that are alive in sites of ordinary democracy. Reasonable hostility, I will show, not only occurs regularly in education governance meetings but is an ideal that can be defended as desirable."
- Summer reading from Indigenous Education Division: Kiss of the Fur Queen, Grey Eyes, Unsettling Canada

**Equity Ad Hoc Committee of the Board
June 2019 Year End Committee Report**

Board: Ann Whiteaker, Diane McNally (reporter)

Staff: Louise Sheffer (Director of Learning; Chair), Deb Whitten(Deputy Superintendent), Greg Kitchen (Associate Superintendent)

Partner group representatives:

- ASA: Jeannette Alexander, President
- CUPE 947: Jane Massy, President
- PVPA: Brett Johnson, Tina Pierik, Nancy McAleer
- DPAC / VCPAC: Lisa Gunderson
- GVTA: Robin Toczak, Ilda Turcotte, Jacqueline Gillespie

December / 18 : Committee met to meld the goals and deliverables of the former One Learning Committee and the former Equity Committee as there was overlap and tasks were ongoing.

1. Board direction Dec 17 / 18 : That the Board of Education of School District No. 61 (Greater Victoria) task the One Learning Community Ad Hoc Committee to review relevant Board policy, regulations and procedures, recommend appropriate changes, if any, and create a procedure for the Administrative Procedures Manual that will provide guidance on promotional materials within schools.

January 14 / 19: Continuing development of new TOR for a new committee that encompasses unfinished work of the Equity Committee and One Learning Community Committee

February 11 / 19: Meeting cancelled due to snow

1. Review minutes from Equity Ad Hoc Committee and One Learning Community Ad Hoc committee to determine accomplishments and where they wanted to go.
2. This committee seek direction from the Board re unfinished business of those two committees and seek approval of new TOR.

TOR deliverables for the two past Ad Hoc committees:

A. Equity Committee (Paynter, Watters, January 2018-2019)

1. *Distribution of financial resources*
2. *Human Resources allocations*
3. *Programming*

B. One Learning Community (Paynter, Whiteaker, January 2018-2019)

4. *Recommendations regarding the appropriate expectations , actions, and behaviors required to ensure support and inclusion for all students and staff*
5. *Examine and recommend re inclusive learning opportunities in the physical, social and academic community*

March 6 / 19

1. Summary of work done by One Learning Community Committee (Deputy Superintendent Whitten)
2. Summary of work done by Equity Committee October 2016 to May 2018 (Louise Sheffer), based on minutes and documents gathered from past chairs of the committee.
3. Committee concluded that One Learning Community Committee had completed its work. Committee decided that instead of this committee being a blended version of the two previous committees, this committee would draft a revised TOR for the Equity Committee. Reviewed TOR from the Equity

Committee, added wording and phrasing from our current draft TOR. Revised draft TOR sent out for current committee members' review.

4. Draft TOR will be presented by Louise Sheffer at the Ed Policy meeting April 8th along with a recommendation to formally dissolve the One Learning Community Committee.

April 29 /19: Committee brought the following motions to the Board April 23 /19, presented by Committee Chair Louise Sheffer :

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

May 13/19:

1. Review of changes made by Board to the finalize the TOR for this committee
2. Discussion: 5 questions brought forward for consideration were reviewed by the committee. Louise Sheffer will connect with Deputy Superintendent Whitten to determine information that can be brought back to the committee, to start in fall 2019.
3. McCreary Report : Tabled to next meeting. Chair Sheffer will clarify which parts of the McCreary report can be shared with the committee as the information was collected in confidence.

June 10 / 19

1. McCreary report and SD61 data: Chair Sheffer will summarize SD61 data on specific items
2. Programming: Reading Recovery data re school FTE. Cara McPherson, Teacher Leader SD62 Sooke; Shari Worsfold, Teacher Leader SD61 Greater Victoria, SD63 Saanich. Equity aspect of Reading Recovery. 14/27 SD61 elementary schools have RR. District funding capped at 14 schools.
3. Learning support: Part of a formula. French Immersion learning support: Associate Superintendent Kitchen noted that not everything in French Immersion is in French. Trustee Whiteaker: attention to refugee students and international students' needs for support.
4. **Next meeting** September 2019. October 7 2019 meeting: Shelly Niemi and Craig Schellenberg, District Principals of Indigenous Education: federal funding for Indigenous Education; identification of students; more on SD61 Reading Recovery District data; school data with no RR, school data with RR.

Date Adopted: October 24, 2016
Revised June 26, 2017 (per Board motion)
Revised

Policy Advisory Committee

Report : June 2019

Board: Rob Paynter, Diane McNally

Staff: Superintendent Shelley Green, (Mark Walsh) Katrina Stride, legal students

Report: DMcNally

The Policy Advisory committee met several times from December 2018 to June 2019.

December 10 , 2018

1. Policy and Regulation 8251 Trustees Code of Ethics - ongoing
2. Policy Review

January 31/19

Jan 28/19: That the Board task the Policy Advisory Committee with development of Governance Policies for the Board, beginning with the role of the Chair, Vice-Chair, role of Trustees, and role of the Board./ Carried.

1. Policy 6163.7 Classroom Pets
2. Policy 1421 Naming School Sites
3. Development of Governance Policies
4. Updating Bylaws with respect to meetings: Bylaw 9360 Decorum and Motions, 9130 Quorum and Speaking , Bylaw 9368 voting
5. New Policy: Tobacco and Vaping
6. New Policy: Alcohol and Drugs

February 14, 2019

- 1..Governance Policies: Policy 8251 Trustees Code of Ethics
2. Bylaw 9110 Creation of Bylaw Role of Chair and Vice Chair
3. Updating: Bylaw 9360 Decorum and Motions
4. Bylaw 9130 Quorum and Speaking
5. Bylaw 9368 Voting
6. New Policy: Tobacco and Vaping
7. New Policy: Alcohol and Drugs

Initial discussion re hiring 3d party to assist with developing administrative procedures manual. Superintendent to contact other Superintendents re what other Boards have done.

February 25/19: That the Board direct the Policy Sub-Committee to bring forward a policy outlining the process, criteria and timelines for the Superintendent and Board evaluations.” Carried.

Feb 25/19: That the Board approve the new Policy 6163. *Classroom Pets* and accept the new Regulation 6163.7 *Classroom Pets*. / Carried.

Feb 25/19: That the Board approve revised Policy 1421 *Naming School Sites* and accept revised Regulation 1421 *Naming School Sites* as reviewed. / Carried.

March 14/19:

1. Continuing discussion re hiring 3d party to develop an Administrative procedures manual, and review of samples.
2. Bylaw 9360 General Meeting of the Board
3. Bylaw 8251 Trustees Code of Ethics and Sanctions

April 11, 2019

1. Bylaw 9360 General Meeting of the Board
2. Bylaw 8251 Trustee Code of Ethics and Sanctions
3. Bylaw 9110 Organization and legal Authority
4. Creation of Policy Role of Chair and Vice Chair

April 15, 2019: Secretary Treasurer Mark Walsh reported to OPPS re Bylaw and Policy work of the Committee over the last two years. The Committee made some headway but as some policies have not been reviewed in decades, and the SD61 Policy list has grown unmanageable over the years, the Secretary-Treasurer and the Committee recommended engaging a governance specialist to review Board Policies with the intent to streamline the Policy manual and to create an administrative procedure manual. "Such a process would still allow Trustees to influence the direction of the District through review of administrative procedures."

April 15/19 Operations Policy and Planning Standing Committee: 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. Carried

April 23/19: That the motion "That the Board 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" be tabled until after the work of the Strategic Plan Ad Hoc Committee process has been completed. Carried.

May 27, 2019

1. Role of Superintendent (draft completed) and Superintendent Evaluation

May 27/19: That the Board direct the Policy Sub-Committee to, as a matter of priority, bring forward a policy outlining the process, criteria and timelines for the Superintendent evaluation to the Board of Education for approval at the June, 2019 Board Meeting.

May 27/19: That the Board direct the Policy Sub-Committee to review Policy 1330: Community Use of Operational Schools and Grounds, develop policy recommendations regarding the rental of facilities to parties espousing values inconsistent with those of the School District and provide these recommendations to the Operations Policy and Planning Committee for deliberation.

June 13/19:

1. Superintendent Evaluation Policy

June 28/19

1. Committee meeting with Lee Southern to discuss Super Evaluation policies. The complex policy work re Superintendent Evaluation will come forward to the August Board planning meeting or a meeting early in the fall term, in order to align the Policy with the development of the new Strategic Plan..

Trustee Board Report

Submitted June 24, 2018

By Trustee Ann Whiteaker

Calendar

April 3, 2019 – Superintendent and Chairs meeting

April 4, 2019 – Interview with Maria LaRose

April 8, 2019 - Strategic Planning Committee

April 12, 2019 - BCSCMHC meeting (Vancouver)

April 15, 2019 – Operations, Policy and Planning committee meeting

April 16, 2019 – Superintendent and Chairs meeting

April 17, 2019 – Budget Approval Board meeting

April 23, 2019 – Board of Education meeting

April 29, 2019 – Strategic Planning committee meeting

April 29, 2019 – Board Governance training

April 30, 2019 – Board Meeting

May 2, 2019 – Secretary Treasurer review

May 13, 2019 - Operations, Policy and Planning committee meeting

May 14, 2019 – Macaulay elementary – Boundary review public meeting

May 16, 2019 – Governance interview

May 24, 2019 – Inclusion BC Conference

May 27, 2019 – SJ Burnside official opening and BBQ

- Board of Education meeting

May 28, 2019 - Victoria Confederation of PACs award ceremony

May 29, 2019 – Esquimalt High “Celebration of Learning” (Tina Okeefe)

June 3, 2019 – Esquimalt High Graduation ceremony

June 4, 2019 – 46th Annual Kiwanis Student recognition Luncheon

June 5, 2019 – SJ Burnside Graduation Ceremony

- Fernwood NRG / Land Use Committee community meeting re:Vic High

June 6, 2019 – District Retirement Celebration

June 10, 2019 – Strategic Planning w/ Julie McRae

- Equity committee meeting
- Board meeting
- Operations, Policy and Planning committee meeting

June 17, 2019 – Board Governance

June 19, 2019 – Superintendent and Chairs meeting

- Boundary review meeting

June 24, 2019 – Board of Education meeting

June 25, 2019 – Boundary review Board meeting

Professional Development

Inclusion BC 2019 Conference – I was able to attend the Friday full day of sessions and attend various sessions which focused on inclusion in the classroom and school setting.

Board Governance Sessions – I have participated in all Board governance sessions held this spring.

Committee Participation over report period

Strategic Planning Committee / Working group

Secretary Treasurer job description review

Equity Committee

Operations Policy and Planning Committee



**Education Policy and Directions Committee
June 3rd, 2019 – Tolmie Board Room**

MINUTES

Committee Members Present: Nicole Duncan - Chair, Tom Ferris, Diane McNally, Ryan Painter
Regrets: Board Chair - Jordan Watters

ADMINISTRATION: Shelley Green - Superintendent, Deb Whitten - Deputy Superintendent, Colin Roberts - Associate Superintendent, Louise Sheffer, Director - Learning Team, Harold Caldwell, Director - Learning Support Team, Carolyn Howe - GVTA Representative, Maryanne Trofimuk, Jane Massy - CUPE 947 Representative, Jodi Whiteman - VCPAC President, 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.

Chair Duncan also advised all stakeholders that commencing with tonight's meeting, all future Ed Policy meetings will be video and audio recorded.

A. COMMENCEMENT OF MEETING

A1. APPROVAL OF THE AGENDA

It was moved by Trustee Ferris

That the June 3rd, 2019 Education Policy and Directions agenda be approved with the following addition: **C5 - Motion - Tillicum Crossing Guard Funding.**
Motion Carried Unanimously

A2. APPROVAL OF THE MINUTES

It was moved by Trustee Ferris

That the April 8th, 2019 Education Policy and Directions Committee Minutes be approved as amended.
Motion Carried Unanimously

A3. BUSINESS ARISING FROM THE MINUTES - None

B. PRESENTATIONS TO THE COMMITTEE

B. PRESENTATIONS TO THE COMMITTEE

- a) **Language Education in Victoria** / Marc Cittance
- b) **Reading Recovery** / Shari Worsfold
- c) **South Park Family School PAC Chair** / Jenn Sutton
- d) **South Park Family School PAC Member at Large** / Kristil Hammer
- e) **View Royal Elementary** / Ann Downton, et al re: EA Role
- f) **Margaret Jenkins Elementary, Enhancing Learning** / Team of Teachers
- g) **Heidi Fowler/Carolyn Howe / GVTA** / Teacher Provincial Bargaining

C. NEW BUSINESS

C1. Introduction of Student Representatives

Superintendent Shelley Green advised that the student representative for today's meeting was unable to attend.

C2. Programming for Low Incidence Students - Arbutus

Deputy Superintendent, Deb Whitten, provided highlights on programming for Low Incidence students at Arbutus Global Middle School for 2019-2020. Deputy Superintendent Whitten stated that we are trying to insure there are options available to parents so that students can stay with their peers and move to their catchment schools or that they have the option of also moving to Arbutus.

Trustees asked questions of clarification to Deputy Superintendent Whitten.

Trustee Ryan Painter stated that it is important to all these options available while maintaining this district program.

C3. Student Enrollment & Transfers - Regulation 5118.2

Moved by Trustee Ferris:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motion to reflect a sibling priority in Regulation 5118.2 for those families who have siblings impacted by a change to their current school boundary in the 2020/2021 school year before establishing the current boundary proposals.

Motion Carried Unanimously

Trustees discussed the issue and asked Associate Superintendent Colin Roberts questions of clarification.

C4. Gifted Education- Trustee McNally

Trustee McNally explained her rationale for this motion.

Moved by Chair Duncan:

That the Board of Education direct the Superintendent to provide a report directly from the Superintendent to the Board in September 2019 that provides: **1.** the history of gifted education and related funding in SD61 and provincially to the present **2.** complete information on funding changes provincially and in SD61 over the last ten years that have impacted gifted education in SD61 and the province **3.** information regarding provision of targeted gifted education in SD61 over the last ten years **4.** In-depth information explaining any proposed service delivery model / models of service under consideration for the 2019-2020 school year and forward for students designated "gifted" in SD61 in order that the Board may consider how best to allocate resources to serve the vulnerable gifted student population, before a service model that differs from current practice is put in place.

Trustees discussed the motion. The following amendment was made by Trustee Painter.

That the Board of Education direct the Superintendent to provide a report directly from the Superintendent to the Board in ~~September 2019~~ **February 2020** that provides: **1.** the history of gifted education and related funding in SD61 and provincially to the present **2.** complete information on funding changes provincially and in SD61 over the last ten years that have impacted gifted education in SD61 and the province **3.** information regarding provision of targeted gifted education in SD61 over the last ten years **4.** In-depth information explaining any proposed service delivery model / models of service under consideration for the 2019-2020 school year and forward for students designated “gifted” in SD61 in order that the Board may consider how best to allocate resources to serve the vulnerable gifted student population, before a service model that differs from current practice is put in place.

Motion Carried

Trustee Ferris abstained from voting on the amended motion.

C5. Crossing Guard Funding and Maintenance

Trustee Painter explained his rationale for this motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write relevant funders to advocate for the maintenance of school crossing guard funding.

Motion Carried

D. NOTICE OF MOTION - Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) recognize the United Nations declaration of the International Decade for People of African Descent and direct the Superintendent to support schools in promoting greater knowledge of and respect for the diverse heritage, culture and contribution of people of African descent.

Trustees suggested that this motion come back to Ed Policy Committee in September, 2019.

E. GENERAL ANNOUNCEMENTS

- a) Trustee Painter commented that a final report by the federal government has been completed in regard to Truth and Reconciliation on Indigenous Women.
- b) Trustee Painter expressed thanks to Trustee Paynter for all the work he has been doing with BCPSEA.
- c) Trustee Paynter wanted to acknowledge that tomorrow is the 30th anniversary of Tianamen Square massacre. Trustee Paynter also reminded everyone that June 6th also marks the commemoration of the 75th anniversary of D-Day.

F. ADJOURNMENT

It was moved by Trustee Ferris:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 9:50 p.m.



DEB WHITTEN, DEPUTY SUPERINTENDENT	250-475-4117
GREG KITCHEN, ASSOCIATE SUPERINTENDENT	250-475-4220
COLIN ROBERTS, ASSOCIATE SUPERINTENDENT	250-475-4220

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8 FAX: 250-475-4115

To: Board of Education
From: Colin Roberts, Associate Superintendent
Date: June 24, 2019
RE: Enrolment priority for younger siblings impacted by boundary changes

Background: Families with siblings impacted by boundary changes

A consistent request from families throughout the Boundary Review consultation process has been to make a consideration for siblings who will have their catchment school change as a result of a change in school boundaries in the 2020/2021 school year.

Rational

The current Enrolment Priorities outlined in Regulation 5118.2 reflect both the importance for families to access their catchment school and the importance of keeping siblings together within a school. When the proposed boundary changes are implemented, there will be families with an older sibling in attendance at their current catchment who will be asked to register their next child at their new catchment school. This catchment change is not the result of a family decision, but rather as a result of the district implementing a change to boundaries.

The proposed revision to the Enrolment Priorities outlined in Regulation 5118.2 includes a provision to keep siblings together at the same school for those families who will experience a change in catchment following the implemented boundary changes. A sibling priority for those impacted by a boundary change would not have a defined timeline. This will ensure that every family with younger siblings impacted in 2020 will be able to exercise the amended priorities irrespective of how many children they have or the age gap between the children.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve a sibling priority in Regulation 5118.2 for those families who have siblings impacted by a change to their current school boundary in the 2020/2021 school year before establishing the current boundary proposals.

REGULATION 5118.2

STUDENT ENROLLMENT AND TRANSFERS

Access to Education

1. Catchment areas shall be set by the Board by considering relevant factors, including:
 - a. population distribution
 - b. school location
 - c. school capacity
 - d. accessibility of schools
2. A student's catchment area is determined by where the parents' ordinary residence is situated. Parents may be required to provide documentation, which the School District deems appropriate, as proof of residency. In addition or in absence of sufficient documentation, parents may be required to complete a statutory declaration upon request.
3. Subject to the enrollment priorities listed by section 74.1 of the *School Act*, the Board may assign and reassign students to specific schools or educational programs.

Enrollment Priorities

1. If space and facilities are deemed available at a school, enrolment priority shall occur in accordance with the following list:
 - Priority 1: Re-enrolling students
 - Priority 2: A catchment area sibling
 - Priority 3: A new catchment area child
 - Priority 3.5: A non-catchment sibling that would have been in catchment but for the changes to boundaries instituted in the 2020/2021 school year**
 - Priority 4: non-catchment sibling
 - Priority 5: A non-catchment area child
 - Priority 6: A non-school district child

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

2. **The sibling priorities apply when the elder sibling is in attendance at the requested school at the time of the request and for the next school year.**
3. Families who could not access their catchment school will have first right of refusal at their catchment school if a seat becomes available. Should such a family decide to stay in their current non-catchment school, or if no seat becomes available, they will be treated as catchment students at their current non-catchment school and pathway.
4. Enrolment priorities apply to all students transitioning from elementary to middle-school as well as from middle-school to high-school. If space for enrolment is limited, priority shall be given to those non-catchment students currently in the determined pathway of schools over other non-catchment, non-pathway students.
5. A student who is leaving a French immersion program at a school which is not their English catchment school will have to apply for a transfer to attend the English Program.
6. A student who is leaving a program of choice (e.g., Sports academy) at a non-catchment school will have to apply for a transfer to remain at the school.
7. Despite the registration priorities, the Superintendent maintains the authority to place students where the circumstances warrant.

References

Registration Handbook for Parents

Greater Victoria School District

Approved: December 18, 2017

Revised:

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



**Operations Policy and Planning Committee Meeting
June 10, 2019 – Tolmie Boardroom**

REGULAR MINUTES

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

Other Trustees Present: Diane McNally, Ryan Painter

Administration:

Shelley Green, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Chuck Morris, Director of Facilities Services

The meeting was called to order at 7:03 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 June 10, 2019 regular agenda be approved with the following amendments:

4. Presentations to the Committee: Remove I. Kathryn Allan-Kwasnica and J. Starr Munro, unable to attend. Add I. Dr. Lindsay Herriot, Living Wage Employer.
10. New Business: Add D. Trustee Painter, STAR Business Plan

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Whiteaker:

That the May 13, 2019 Operations Policy and Planning Meeting regular minutes be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Bruce Bidney, Spectrum Community School, STAR Project

Mr. Bidney provided a progress report and financial model with respect to the Spectrum Turf and Rink (STAR) project at Spectrum Community School and sought authorization to develop a formal business plan.

B. Tara Todesco, Climate Emergency

Ms. Todesco spoke in favour of the climate emergency motion.

C. Brad Hartley, Climate Emergency

Mr. Hartley spoke in favour of the climate emergency motion.

D. Abby Henry, Climate Emergency

Ms. Henry spoke in favour of the climate emergency motion.

E. Carrie Smart, Climate Emergency

Ms. Smart spoke in favour of the climate emergency motion.

F. Skye Stegenga, George Jay, Boundary Review

Ms. Stegenga spoke about the impact that the boundary review would have on George Jay Elementary School.

G. Angela Carmichael, George Jay, Boundary Review

Ms. Carmichael, PAC Chair at George Jay Elementary School, spoke about the current challenges at George Jay as it relates to the boundary review.

H. Jessica Hadland, Tillicum, Boundary Review

Ms. Hadland spoke about the impact the boundary changes would have on the walking routes to Tillicum Elementary.

I. Jenn Sutton, PAC Chair, South Park Family School, Boundary Review

Ms. Sutton presented a boundary review alternative, as it relates to South Park Family School.

J. Dr. Lindsay Herriot, SD61 Teacher, Living Wage Employer

Dr. Herriot spoke in favour of the living wage employer motion.

5. **SUPERINTENDENT'S REPORT** – None
6. **PERSONNEL ITEMS** – None
7. **FINANCE AND LEGAL AFFAIRS** – None

8. FACILITIES PLANNING

A. Menstrual Hygiene Products Initiative

Facilities Services Director, Chuck Morris, provided Trustees with an update on the distribution and availability of menstrual products in District schools.

B. Water Quality Update

Facilities Services Director, Chuck Morris, provided Trustees with an update on recent changes and expectations from the Ministry of Education and Vancouver Island Health Authority regarding water quality in the District. Mr. Morris explained that Facilities Services is currently implementing these changes and that completion is anticipated in September 2019. Results from recent water quality testing will be provided to Trustees when available.

C. Crossing Guard Update

Superintendent Green provided Trustees with an update on the status of crossing guards in the District. Superintendent Green outlined the work being done by Audrey Smith through the Greater Victoria Crossing Guards Association.

D. Quadra Warehouse Name Change

Deb Whitten, Deputy Superintendent, provided Trustees with information on the process to change the name of the site currently known as Quadra Warehouse.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) support changing the name of Quadra Warehouse to 'The Hub on Quadra'.

Discussion ensued amongst Trustees and stakeholders with a question being raised about compliance with District policies and regulations pertaining to the naming of sites.

It was moved by Trustee Leonard:

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) support changing the name of Quadra Warehouse to 'The Hub on Quadra'." be postponed to the September 2019 Operations Policy and Planning Committee meeting following further investigation on site naming.

Motion Carried Unanimously

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

10. NEW BUSINESS

A. Trustee Questions – None

B. Trustee Watters - Climate Leadership

Trustee Watters presented her motion and rationale.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) demonstrate leadership by directing the Board Chair to write letters to other school Boards in our region (Gulf Islands, Saanich, Sooke and Cowichan) encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.

Discussion ensued amongst Trustees and an amendment was proposed.

It was moved by Trustee Leonard:

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) demonstrate leadership by directing the Board Chair to write letters to other school Boards in our region (Gulf Islands, Saanich, Sooke and Cowichan) encouraging them to declare climate emergencies and develop targets and strategies to combat climate change."

be amended to replace the words "in our region (Gulf Islands, Saanich, Sooke and Cowichan) with the words ", local MLAs, and Provincial government".

Motion Carried Unanimously

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

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) demonstrate leadership by directing the Board Chair to write letters to other school boards, local MLAs, and Provincial government encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.

Motion Carried Unanimously

C. Trustee Painter – Living Wage Employer

Trustee Painter presented his motion and rationale.

It was moved by Trustee Painter:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs and benefits of the Greater Victoria Schools becoming a Living Wage Employer.

Discussion ensued amongst Trustees and an amendment was proposed.

It was moved by Trustee Leonard:

That the motion, “That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs and benefits of the Greater Victoria Schools becoming a Living Wage Employer.”, be amended to strike the words “and benefits”.

Motion Carried Unanimously

Discussion ensued amongst Trustees and an amendment to the main motion as amended was proposed.

It was moved by Trustee Painter:

That the amended motion, “That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs of the Greater Victoria Schools becoming a Living Wage Employer.”, be amended to add the words “and include within the report the cost of increasing Educational Assistant (EA) hours to 30 hours per week.” following the word “Employer”.

Further discussion ensued. Trustee Painter withdrew his amendment to the main motion as amended.

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

It was moved by Trustee Painter:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs of the Greater Victoria Schools becoming a Living Wage Employer.

Motion Carried Unanimously

D. Trustee Painter – Spectrum Turf and Rink (STAR) Business Plan

Trustee Painter presented his motion and rationale.

It was moved by Trustee Painter:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to instruct staff to participate in the development of a formal business plan for the Spectrum Turf and Rink (STAR) Project. To be developed with the STAR Committee, SD61, and community partners.

Motion Carried

For: Trustees Hentze, Paynter, Watters, and Whiteaker

Against: Trustee Leonard

11. NOTICE OF MOTION – None

12. GENERAL ANNOUNCEMENTS – None

13. ADJOURNMENT

It was moved by Trustee Watters:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:25 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: Audit Committee
FROM: Mark Walsh, Secretary-Treasurer
DATE: May 2, 2019
RE: **March 2019 Quarterly Financial Report**

Background

In June 2016, the Ministry of Education Special Advisor's Report was published presenting findings from the review of School District No. 83 (North Okanagan Shuswap). Management committed to reviewing and updating key School District policies and to considering recommendations of the Special Advisor where applicable. One of the recommendations related to providing quarterly financial reports in order to assist the Board in the area of financial oversight.

In addition to the financial reports already being provided to the Board as part of the annual budget process and the audited financial statements, quarterly financial reports are being prepared. The format of the quarterly report will be consistent with Schedule 2A "*Schedule of Operating Revenue by Source*" and Schedule 2B "*Schedule of Operating Expense by Object*" of the financial statements.

The quarterly report ending March 31, 2019 shows the Annual Operating Budget and Year-to-Date actual revenue and expenditure as a percentage of the operating budget. The Annual Operating Budget does not include budgets related to approved surplus carry-forwards from prior years; these budgets are added into the Amended Operating Budget. As a result, actual expenses may exceed the operating budget because expenses related to prior year surpluses are being incurred, but the budget has not yet been included. The prior year information has been included for comparative purposes.

Revenue

Ministry of Education Operating Grant as a percentage of the related budget is 71.83%, which is consistent with 70.89% in the prior year. Operating grant revenue is recognized when it is received.

Other Ministry of Education Grants as a percentage of the related budget is 26.95% and is affected by the timing of grant payments. The majority of the budget is for the Pay Equity grant; however, 77% of that grant is not received until the final quarter. Compared to the prior year, Other Ministry of Education Grants are down by \$770K mainly as a result of the return of administrative savings grant being rolled into the operating grant in the current year and less SRG3 (Seismic Risk) Assessment funding received in the current 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.

Revenue from Other Provincial Ministries is related to the sale of surplus assets through public auction by the Province of BC Asset Investment Recovery Service, funding from the Ministry of Tourism, Arts and Culture for the After School Sports and Arts Initiative (ASSAI), and the one-time recognition of revenue spent on the landscaping initiative at Marigold Elementary and Spectrum Secondary Schools. This revenue varies each year.

Offshore Tuition Fees as a percentage of the related budget are 108.63% and reflect fees received for the International Student Program (ISP).

Summer School Fees are fees received for the July summer school program. Fees collected for July 2018 came in at 87.15% of the related budget.

Continuing Education Fees as a percentage of the related budget are 144.59%. The overall budget was reduced in the current year as a result of the Provincial Government announcement to eliminate tuition fees for Adult Basic Education and English Language Learning. The revenue in the current year is comparable to the prior year.

Rentals and Leases as a percentage of the related budget are 83.45%. Overall community rental of facilities, fields, theatre and parking lots has increased from the prior year, partially as a result of the local government general election.

Investment Income as a percentage of the related budget is 84.28% and reflects an increase in interest rates from 1.70% in July 2017 to 2.95% in March 2019. The principal investment balance at March 31, 2019 is \$5 million lower than the prior year due to changes in the timing of revenue, spending of prior year surpluses and day-to-day cash requirements.

Miscellaneous Revenue includes other grants, fees and general donations. Examples of the revenue in the current year include Industry Training Authority (ITA) grants, CWB Welding Foundation equipment grant, activity fees for ISP students, and donations. The amount and timing of this revenue varies each year.

Total Operating Revenue is 72.98% of the related budget and are comparable to 72.33% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 70.21% of the combined related budgets. As the school year starts in September, it is expected that 7/10th (70%) of the salaries would be incurred to date as these positions are paid over 10 months.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 72.07% of the combined related budgets. These positions are paid over 12 months; therefore, it is expected that salaries to date would approximate 75% of the Operating Budget. Principal, Vice Principal, and Other Professional salaries as a percentage of the related budgets will increase once retroactive payments as approved by PSEC are processed in the final quarter.

Employee Benefits are at 67.55% of the related budget compared to 69.87% in the prior year. Employee benefits will be slightly lower as a percentage of the related budget in the current year as the budget includes the increase for the Employer Health Tax (EHT) for the final quarter.

Total Salaries and Benefits are 70.06% of the related budget and are comparable to 70.28% in the prior year.

Services are at 124.04% of the related budget. Services expenses are higher in the current year mainly as a result of one-time election costs, SRG3 (Seismic Risk) assessments (Ministry Funded Project) and DDC (Direct Digital Control) upgrades (Facility Environmental Upgrades from 16-17 Surplus Funds).

Student Transportation as a percentage of the related budget is at 62.72% compared to 58.05% in the prior year. The increase in the current year is due to a student exchange to Japan that is funded through a one-time student exchange and mobility award received from the British Columbia Council for International Education.

Professional Development and Travel is at 132.19% of the related budget. Expenses were higher in the previous year due to the timing of a payment to the GVTA for the 2016/17 Education Plan (paid in October 2017 resulting in two payments of \$100K in 2017/18).

The budget for Rentals and Leases was moved into Supplies for the current year anticipating that we would not have any expenses in this category. However, the District subsequently entered into several operating leases for fleet vehicles used by Facilities Services.

Dues and Fees are at 117.90% of the related budget. Overall dues and fees are slightly higher than the prior year due to the timing of the payment to BCSTA for Teacher Qualification Service (TQS) fees for 2017/18 (paid in June 2017).

Insurance is at 94.80% of the related budget and the expense is comparable to the prior year.

Supplies are 72.65% of the related budget compared to 80.22% in the prior year. Decreased expenses in the current year can be attributed to the one-time purchase of learning resources for the new curriculum in the prior year.

Capital Asset Purchases are expenditures from the operating fund that will be transferred to the capital fund. The increase in capital assets purchased in the current year include a backhoe loader for Facilities Services, the installation of playgrounds at Frank Hobbs Elementary and Vic West Elementary schools, and welding equipment purchased for Spectrum Community School from the CWB Welding Foundation equipment grant.

The Local Capital Transfer represents funding budgeted to create a technology replacement reserve (\$200K), student device replacement reserve (\$339K) and child care capital reserve (\$100K). These entries will be processed in the final quarter.

Total Services and Supplies are 90.26% of the related budget compared to 86.95% in the prior year.

Total Operating Expenditures are 71.94% of the related budget and are comparable to 71.85% in the prior year.

Overall, the year-to-date results are comparable to the prior year and reflect the nature of school district operations.

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
MARCH 31, 2019
ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET

	2018/2019 Annual Operating Budget	Actual March 31, 2019	Percentage of Operating Budget	2017/2018 Annual Operating Budget	Actual March 31, 2018	Percentage of Operating Budget
REVENUE						
Ministry of Education Operating Grant	172,517,370	123,918,253	71.83%	165,787,614	117,521,049	70.89%
Other Ministry of Education Grants	3,006,617	810,228	26.95%	3,723,970	1,579,934	42.43%
Other Provincial Ministries	-	90,055	0.00%	-	66,909	0.00%
Offshore Tuition Fees	14,610,333	15,871,780	108.63%	13,206,732	14,730,741	111.54%
Local Education Agreement Tuition	1,087,263	824,951	75.87%	927,465	815,447	87.92%
Summer School Fees	56,880	49,572	87.15%	17,696	56,880	321.43%
Continuing Education Fees	16,825	24,327	144.59%	58,124	24,355	41.90%
Rentals and Leases	1,981,048	1,653,128	83.45%	1,694,784	1,517,113	89.52%
Investment Income	1,030,000	868,105	84.28%	650,000	719,362	110.67%
Miscellaneous Revenue	56,350	607,459	1078.01%	70,055	577,425	824.25%
Budgeted Prior Year Operating Surplus Appropriation	3,946,980			4,104,887		
Total Operating Revenue	198,309,666	144,717,858	72.98%	190,241,327	137,609,215	72.33%
EXPENDITURE BY OBJECT						
Teachers Salaries	85,786,515	60,137,941	70.10%	82,684,954	57,698,387	69.78%
Principals and Vice Principals Salaries	12,495,805	9,343,291	74.77%	12,255,821	8,633,754	70.45%
Educational Assistants Salaries	17,990,349	11,924,939	66.29%	17,240,139	11,746,458	68.13%
Support Staff Salaries	17,575,875	12,126,767	69.00%	17,038,427	11,915,845	69.94%
Other Professionals Salaries	4,264,085	3,275,227	76.81%	3,697,241	3,083,760	83.41%
Substitutes Salaries	7,460,144	6,031,713	80.85%	7,181,346	5,511,983	76.75%
Employee Benefits	34,234,154	23,126,630	67.55%	32,198,765	22,498,707	69.87%
Total Salaries and Benefits	179,806,927	125,966,508	70.06%	172,296,693	121,088,894	70.28%
Services	5,090,007	6,313,847	124.04%	4,527,695	5,142,600	113.58%
Student Transportation	1,018,933	639,074	62.72%	998,933	579,900	58.05%
Professional Development and Travel	663,417	876,989	132.19%	571,601	964,083	168.66%
Rentals and Leases	-	86,426	0.00%	79,238	-	0.00%
Dues and Fees	88,207	103,992	117.90%	88,207	86,805	98.41%
Insurance	365,000	346,003	94.80%	442,842	349,961	79.03%
Supplies	5,488,886	3,987,427	72.65%	5,593,711	4,487,361	80.22%
Utilities	4,349,019	3,271,660	75.23%	4,642,407	2,998,490	64.59%
Capital Asset Purchases	800,000	1,075,133	134.39%	800,000	994,384	124.30%
Local Capital Transfer	639,270	-	0.00%	200,000	-	0.00%
Total Services and Supplies	18,502,739	16,700,550	90.26%	17,944,634	15,603,584	86.95%
Total Operating Expenditure	198,309,666	142,667,058	71.94%	190,241,327	136,692,478	71.85%

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education
FROM: Shelley Green, Superintendent of Schools
RE: Superintendent's Report
DATE: June 24, 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
 - Policy Sub Committee
- Additional Meetings and Events
 - Aboriginal Graduation Ceremony
 - BCPSEA Regional Meeting
 - Bargaining (CUPE 382, CUPE 947, GVTA)
 - Boundary Review Special Board Meeting
 - Boundary Review Updates
 - CUPE 947
 - Dashboard Data Planning
 - District Eligibility Administrators Pool – Principal & Vice-Principal Interviews
 - District Retirement Tea
 - Generative Dialogue/Coaching
 - Governance Seminar
 - GVTA – Professional Relations Committee
 - Learning Teams
 - MLA Dan Davies & Trustees
 - Operational Review with Trustees
 - Secretary-Treasurer Hiring Process
 - Strategic Plan Planning
 - Superintendents of Sooke and Saanich School Districts
 - Victoria High Land Consultation
 - Weekly Meetings with Chuck Morris & Marni Vistisen-Harwood, Facilities Staff
 - VPVPA

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



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

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education
FROM: Shelley Green, Superintendent of Schools
RE: **Trustees' Questions**
DATE: June 24, 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

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

Katrina Stride – Acting Secretary-Treasurer

TO: The Board of Education
FROM: Katrina Stride, Acting Secretary-Treasurer
DATE: June 24, 2019
RE: **Related Party Transactions**

New accounting standards with respect to related party transactions became applicable in 2017-2018. The new accounting standards require disclosure of material transactions with related parties that are conducted on terms and conditions outside the normal course of business, i.e. non-arm's length transactions that are not conducted at fair value.

Related parties are defined as individuals who are members of key management personnel or close family members of those individuals or entities controlled by, or under shared control of, a member of key management personnel or a close family member of that individual. Key management personnel are those individuals who have the authority and responsibility for planning, directing and controlling the activities of the entity. At the District, these individuals include Trustees, as well as the Superintendent of Schools, Deputy Superintendent, Associate Superintendent, and Secretary-Treasurer.

The District is required to create a process to identify and measure transactions with related parties. To provide appropriate audit evidence to support the annual disclosure of related party transactions, a declaration of related party transactions involving key management personnel has been created. This declaration form will be provided to key management personnel for completion and submission to Financial Services prior to the financial audit in July.

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



**DECLARATION OF RELATED PARTY TRANSACTIONS
INVOLVING KEY MANAGEMENT PERSONNEL**

The Greater Victoria School District complies with generally accepted accounting principles in the Public Sector Accounting (PSA) Handbook. These standards require disclosure of material transactions between related parties that occur at a value other than fair value. Fair value is the amount of consideration that is agreed upon in an arm's length transaction between willing parties under no compulsion to act.

A related party for the purposes of this disclosure include:

- individuals who are members of key management personnel and close family members of those individuals, and
- entities controlled by, or under shared control of, a member of key management personnel or a close family member of that individual.

Key management personnel are those individuals who have the authority and responsibility for planning, directing and controlling the activities of the entity. For the Greater Victoria School District, key management personnel include Trustees, as well as the Superintendent, Deputy Superintendent, Associate Superintendent, and Secretary-Treasurer.

To provide appropriate audit evidence to support the information required for disclosure, please answer 'Yes' or 'No' to the following questions for the fiscal year ended June 30, 2019.

To the best of your knowledge:

- are you aware of any transactions during the fiscal year between yourself and the Greater Victoria School District that occurred at a value different than fair value?
 Yes No

- are you aware of any transactions during the fiscal year involving the Greater Victoria School District and a close family member that occurred at a value different than fair value?
 Yes No

- are you aware of any transactions during the fiscal year involving the Greater Victoria School District and an entity controlled by, or under shared control of, you or a close family member that occurred at a value different than fair value?
 Yes No

If you've answered yes to any of the above questions, please provide a brief description of the transaction(s) and the parties involved.

Name
Title

Date signed

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

Katrina Stride – Acting Secretary-Treasurer

TO: The Board of Education
FROM: Katrina Stride, Acting Secretary-Treasurer
DATE: June 24, 2019
RE: **Policy Sub-Committee Report**

Background

On May 27, 2019, the Board approved the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to, as a matter of priority, bring forward a policy outlining the process, criteria and timelines for the Superintendent evaluation to the Board of Education for approval at the June, 2019 Board Meeting.

As part of this process, the Policy Sub-Committee has reviewed and revised Policy 2100 *Superintendent* which identifies the role and responsibilities of the Superintendent. Regulation 2100 *Superintendent* is also currently under review.

Recommendation

The Policy Sub-committee is recommending that the Board accept revised Policy 2100 Superintendent.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 2100 Superintendent.

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.



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

POLICY 1200 SUPERINTENDENT

Adopted: June 1973
Revised: November 1981
Renumbered from 2111 and Revised: June 1991
Frequency of Review:

GENERAL

The Superintendent, as chief executive officer of the District, is responsible to the Board of Education for the general management of the affairs of the District, for providing education leadership and for implementing approved policies and programs to ensure the attainment of the objectives established by the Ministry of Education and the Board. The Superintendent is responsible for operationalizing the strategic plan and is responsible for overall administration of the District. In addition, the Superintendent plays a key role in advising the Board and recommending actions to address current and emerging issues. All District authority delegated to the staff of the District is delegated through the Superintendent by the Board.

Deleted: SUPERINTENDENT

Deleted: the

Deleted: Trustees

ROLE OF THE SUPERINTENDENT

Specific Areas of Responsibility

1. Student Learning

- 1.1 Provides leadership in all matters relating to education in the District
- 1.2 Ensures that learning environments actively facilitate student learning and student well being.
- 1.3 Reports at least annually to the Board on student results achieved.

2. Student Well Being

- 2.1 Ensures that students are provided with a safe and caring environment.
- 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 2.3 Ensures the facilities safely accommodate District students.



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

3. Organizational Management

- 3.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act or Regulation.
- 3.2 Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting principals and procedures.
- 3.3 Prepares and presents the budget which reflects Board priorities and that makes effective use of public funds.
- 3.4 Ensures the Board has all current and relevant financial information.
- 3.5 Implements directions established by the Ministry of Education and the Board of Education.
- 3.6 Ensures the Board has current and relevant information on implementation and implications of Ministerial initiatives and directions.

4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

5. Policy and Governance

- 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, procedures, regulations and relevant legislation.
- 5.3 Respects and honours the Board's role and responsibilities.
- 5.4 Provides the information and counsel which the Board requires to perform its role.
- 5.5 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions by the Board.

6. Strategic Leadership

- 6.1 Supports the Board in the development and implementation of the Board's Strategic Plan with final approval by the Board.
- 6.2 Provides the Board with reporting on progress related to the Strategic Plan annually or upon request of the Board.



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

Deleted: ¶

7. District Culture

- 7.1 Practices leadership that supports professional relationships and learning, collaboration and respectful engagement with our partners, and fosters openness and trust.
- 7.2 Demonstrates clear evidence-based decision making.
- 7.3 Utilizes processes for consensus building and conflict resolution.
- 7.4 Demonstrates sound judgement based on a clear understanding of the law, policy and procedures.
- 7.5 Clearly communicates the rationale for change.
- 7.6 Leads by example with exemplary ethical practices, professionalism and personal integrity.

Deleted: ¶
¶



OFFICE OF THE DIRECTOR

Learning Support

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
Phone (250) 475-4157 Fax (250) 475-4238

Date: June 24, 2019
 To: Board of Education
 From: Harold W. Caldwell, Director, Learning Support
 Re: **Student Withdrawals/Principals' Review Committee/Diversion**

Student Withdrawal: A student withdrawal is defined as a student who has left our district and discontinued an educational program.

Principal's Review Committee (PRC): A PRC is the highest level of discipline for secondary students within the district, and is a result of an over five (5) day suspension. (Regulation 5131.7)

Diversion from PRC: Diversion is an intervention process when all school based supports have been exhausted, and is the result of an over five (5) day suspension. (Regulation 5131.7)

Student Withdrawals (grades 9 - 12):

Withdrawals	Total Students	Aboriginal Students
Nov 1, 2018 to Jun 18, 2019	2	0

Student Withdrawals (grades 6-8)

Withdrawals	Total Students	Aboriginal Students
Nov 1, 2018 to Jun 18, 2019	1	0

Student Withdrawals (K-5)

Withdrawals	Total Students	Aboriginal Students
Nov 1, 2018 to Jun 18, 2019	0	0

Principals' Review Committee:

There were no PRC Hearings for the period of November 1, 2018 to June 18, 2019

Diversion:

There were no Diversion Hearings for the period of November 1, 2018 to June 18, 2019

2018-2019 Annual Student Exclusion Report

School	Student was asked to stay home	Student was sent home	Student was asked to come late or leave early	Student was not able to participate on a field trip	Student was sent out of class to a space other than a self-regulation space	Submitted Date
ALL SCHOOLS	8	11	10	2	4	6/18/2019