



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

Monday, October 28, 2019, 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

Pages

A. COMMENCEMENT OF MEETING

A.1 Acknowledgement of Traditional Territories

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

A.2 Approval of the Agenda 7:35 PM

Recommended Motion:
That the October 28, 2019 agenda be approved.

A.3 Approval of the Minutes 7:40 PM

a. Approval of the September 23, 2019 Regular Board Minutes

5

Recommended Motion:
That the September 23, 2019 Regular Board Minutes be approved.

A.4 Business arising from the Minutes

A.5 Student Achievement 7:40 PM

a. Sir James Douglas Elementary School - "Supporting Literacy Development at Sir James Douglas - Research Based Approach"

Murray Harris - Principal

A.6	District Presentations	7:50 PM
	a. Acting Secretary-Treasurer Acknowledgement - Chair Watters	
A.7	Community Presentations (5 minutes per presentation)	7:55 PM
	a. Grace Golightly, Community Trees Matter Network	
	b. Capital Regional Housing Corporation - Caledonia Project	
	c. Chris Grieve, Victoria High School land use	
	d. Scott Fox, Victoria High School land use	
	e. Corey Kowal, Victoria High School land use	
	f. Elise Murphy, Public Engagement Processes	
B.	CORRESPONDENCE	
B.1	Letter sent to BCSTA re Climate Action	14
B.2	Letter from Vancouver School Board re Climate Crisis and Climate Action	16
C.	TRUSTEE REPORTS	8:25 PM
C.1	Chair's Report	18
C.2	Trustees' Reports (2 minutes per verbal presentation)	
	a. Trustee Hentze	20
	b. Trustee Duncan - BCSTA Trustee Representative Report	21
D.	BOARD COMMITTEE REPORTS	8:35 PM
D.1	Education Policy and Directions Committee	
	a. Minutes from the October 7, 2019 meeting - Information only	24

- b. Recommended motion from the October 7, 2019 meeting.

Recommended Motion:

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

D.2 Operations Policy and Planning Committee

- a. Minutes from the October 21, 2019 meeting - Information only 27

D.3 Audit Committee Report 30

Recommended motions from the October 21, 2019 meeting.

Recommended Motion:

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

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Living Wage, Living Hours Report as presented to the Audit Committee.

E. DISTRICT LEADERSHIP TEAM REPORTS 8:50 PM

E.1 Superintendent's Report

- a. Monthly Report 39

Recommended Motions:

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

- b. Trustee Questions 40

E.2 Secretary-Treasurer's Report

a. Monthly Report

41

Recommended Motions:

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

b. Enrolment Update

42

F. QUESTION PERIOD (15 minutes total)

9:00 PM

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1 New Business

H.2 Notice of Motions

I. ADJOURNMENT

Recommended Motions:

That the meeting be adjourned.



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

MINUTES

September 23, 2019, 7:30 p.m.

Trustees Present: Jordan Watters, Board Chair, Ann Whiteaker, Vice-Chair, Nicole Duncan, Angie Hentze, Diane McNally, Elaine Leonard, Rob Paynter, Ryan Painter (via conference phone)

Trustee Regrets: Tom Ferris

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, Facilities Services, Jim Soles, Associate Director, Facilities Services, Marni Vistisen-Harwood, Manager of Capital Planning and Implementation, Shelly Niemi, District Principal, Aboriginal Education, Lisa McPhail, Communications Officer, Vicki Hanley, Executive Assistant

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

A. COMMENCEMENT OF MEETING

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

Introductions were made around the board table.

A.1 Approval of the Agenda

Moved by Trustee McNally

Seconded by Trustee Paynter

That the September 23, 2019 agenda be approved with the following addition:

C2. Trustees' Reports

c) Trustee McNally

Motion Carried Unanimously

A.2 Approval of the Minutes

a. Approval of the June 19, 2019 Special Board Minutes

Moved by Trustee Leonard

Seconded by Trustee Hentze

That the June 19, 2019 Special Board Minutes be approved.

Motion Carried Unanimously

b. Approval of the June 24, 2019 Regular Board Minutes

Moved by Trustee Leonard

Seconded by Trustee Hentze

That the June 24, 2019 Regular Board Minutes be approved.

Motion Carried Unanimously

c. Approval of the June 25, 2019 Special Board Minutes

Moved by Trustee Leonard

Seconded by Trustee Hentze

That the June 25, 2019 Special Board Minutes be approved.

Motion Carried Unanimously

A.3 Business arising from the Minutes

Chair Watters requested an update with respect to the Policy Sub-Committee and the Superintendent's evaluation. Trustee McNally advised that the Committee has a meeting scheduled at the end of the month and would review this policy at that time and report back in October.

A.4 Student Achievement - None

A.5 District Presentations

a. Facilities Summer Update

Chuck Morris, Director of Facilities Services, Jim Soles, Associate Director, Facilities Services and Marni Vistisen-Harwood, Manager of Capital Planning and Implementation, provided Trustees with an update with regards to projects completed over the summer break at District schools. Facilities staff highlighted key areas of interest such as seismic work, classroom upgrades and learning studio builds. Trustees asked questions of clarification. Chair Watters thanked Mr. Morris, Mr. Soles and Ms. Vistisen-Harwood for their presentation and extended the Board's appreciation to facilities staff.

A.6 Community Presentations (5 minutes per presentation)

- a. Angela Carmichael, PAC President of George Jay Elementary, attended the Board meeting to speak to Trustees about the lack of amenities at the school and thanked staff for the new learning studio.
- b. Chris Grieve, community member, attended the Board meeting to speak to Trustees about his concerns regarding the proposed land disposal at Victoria High School.
- c. Scott Fox, community member, attended the Board meeting to speak to Trustees about his concerns with regards to the proposed land disposal at Victoria High School and the Caledonia Project.
- d. Corey Kowal, community member, attended the Board meeting to speak to Trustees about her concerns with regards to the proposed land disposal and development at Victoria High School.
- e. Anne Downton, an Educational Assistant in the District, attended the Board meeting to share her concerns with respect to the shortage of EA's in the District.

B. CORRESPONDENCE

B.1 Letter from the District of Saanich re Greater Victoria Crossing Guard Program

A letter from the District of Saanich regarding the Greater Victoria Crossing Guard Program was received for information.

B.2 Letter from the Town of View Royal re Greater Victoria Crossing Guard Program

A letter from the Town of View Royal regarding the Greater Victoria Crossing Guard Program was received for information.

C. TRUSTEE REPORTS

C.1 Chair's Report

Chair Watters referred to her written report that was included in the agenda package and highlighted a few meetings and activities.

C.2 Trustees' Reports (2 minutes per verbal presentation)

- a. Trustee Whiteaker provided a written report of her meetings and activities for the month of September.
- b. Trustee Duncan provided a written report with regards to her role as the BCSTA representative for the Board.
- c. Trustee McNally provided a verbal report of her activities and meetings for the month of September.

D. BOARD COMMITTEE REPORTS

D.1 Education Policy and Directions Committee

- a. The draft minutes from the September 9, 2019 Education Policy and Directions Committee meeting were received for information.

D.2 Operations Policy and Planning Committee

- a. The draft minutes from the September 16, 2019 Operations Policy and Planning Committee meeting were received for information.
- b. Recommended motions from the September 16, 2019 meeting.
 - a. Regulation 3323, Purchasing Services
That the Board of Education of School District No. 61 (Greater Victoria) accept revised Regulation 3323, *Purchasing Services* as presented.

Motion Carried Unanimously

- b. George Jay Elementary Name Change

Chair Watters referred to the meeting minutes and recommended motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent, pursuant to Policy and Regulation 1421 and any applicable legislation, to establish a committee to explore changing the name of George Jay Elementary School.

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

Moved by Trustee Whiteaker

Seconded by Trustee Painter

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent, pursuant to Policy and Regulation 1421 and any applicable legislation, to establish a committee to explore changing the name of George Jay Elementary School" be amended to add the words "process and then a" after the word "establish."

Motion Carried Unanimously

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

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent, pursuant to Policy and Regulation 1421 and any applicable legislation, to establish a process and then a committee to explore changing the name of George Jay Elementary School.

Motion Carried

D.3 Audit Committee Report

- a. Recommended motions from the September 16, 2019 meeting.

Acting Secretary-Treasurer, Katrina Stride, referred Trustees to the information contained in their agendas and provided a high level overview of the Audit Committee Report.

Moved by Trustee Whiteaker

Seconded by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the June 30, 2019 unrestricted operating surplus of \$2,037,796 (Note E) to be carried forward and applied towards the projected deficit in 2020-2021.

Motion Carried Unanimously

Moved by Trustee Whiteaker

Seconded by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the internally restricted surplus appropriation of \$14,827,885 as shown on Schedule 2 of the 2018-2019 Audited Financial Statements, being held for school level funds \$3,400,360 (Note A), unspent project budgets \$4,843,799 (Note B), purchase order commitments \$419,972 (Note C), and the previously approved budgeted surplus of \$4,125,958 (Note D).

Motion Carried Unanimously

Moved by Trustee Whiteaker

Seconded by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$639,270 to Local Capital in 2018-2019 for the Student Device Replacement Reserve (\$339,270), the Technology Replacement Reserve (\$200,000) and the Childcare Capital Reserve (\$100,000).

Motion Carried Unanimously

Moved by Trustee Whiteaker
Seconded by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audited Financial Statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2019; and that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

Motion Carried Unanimously

Moved by Trustee Whiteaker
Seconded by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the schedules as required by the Financial Information Act for the period July 1, 2018 to June 30, 2019.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1 Superintendent's Report

a. Monthly Report

Superintendent Green referred Trustees to her written report in their agendas and answered questions of clarification.

Moved by Trustee Whiteaker
Seconded by Trustee McNally

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

Motion Carried Unanimously

b. Anaphylaxis Aggregate Report

As per Regulation 5141.21, *Anaphylaxis*, Deputy Superintendent, Deb Whitten, reported out that there were two anaphylactic incidents reported via the Schools Protection Program Incident Reporting during the 2018-2019 school year.

c. Trustee Questions

Superintendent Green responded to questions from Trustees with regards to Burnside Housing project, AED's being installed in schools, the Health and Safety Committee and student vaccinations.

E.2 Secretary-Treasurer's Report

a. Monthly Report

Acting Secretary-Treasurer Stride referred Trustees to her written report in their agenda packages.

Moved by Trustee Whiteaker

Seconded by Trustee Leonard

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

The following questions were received:

1. With respect to the two anaphylaxis incidents reported last year, was there a critical incident report with all persons involved (including the child's parents) to identify how the accidental exposure to the allergen occurred to prevent a similar instance in the future?
2. What feedback has the District received from parents with respect to the presence of mold at Victor School? How much notice was provided to parents of the move? Is the District planning on returning the medically fragile student back to Victor?
3. Detail the District's investment holdings?
4. The 2018-2019 Financial Statements shows \$407,145 in federal funding for French Immersion under the official languages in Education protocol. What is the breakdown to a per student amount? Is this in addition to the FTE?

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1 New Business - None

H.2 Notice of Motions - None

I. ADJOURNMENT

The meeting adjourned at 9:25 p.m.

Moved by Trustee Leonard

Seconded by Trustee Painter

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer

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*

September 20, 2019

Dear Board Chair:

In the face of a week of global youth-led climate strikes, school boards have the opportunity to support our students and show leadership in addressing the climate crisis. In June, our Board passed the following 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, local MLAs, and Provincial government encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.*

Public education has an important role to play in supporting climate literacy in our communities. We need all citizens to have a basic understanding of the relationship between human life and Earth's climate system including the role climate plays in human and environmental health as well as social and economic stability.

Our students are leading the way in demanding action from all level of governments. I urge you to heed their call and find ways to take concrete steps to mitigate the climate crisis in your communities. Please also consider joining me in calling on the provincial and federal government to support us in taking these critical steps.

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.

By working together, we can help create a future worthy of our children.

In partnership,



Jordan Watters
Chair, Board of Education

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One *Learning* Community





Vancouver Board of Education

School District No. 39

1580 West Broadway
Vancouver, B.C. V6J 5K8
Telephone: 604-713-5000

September 26, 2019

Jordon Watters, President
SD61 (Greater Victoria)
556 Boleskine Rd
Victoria, BC V8Z 1E8

Dear Ms. Watters,

Thank you for your letter on September 20, 2019 regarding the climate crisis. At its September 23, 2019 board meeting, the Vancouver Board of Education passed the following core motion declaring a Climate Emergency and the commitment to enhance our work towards sustainability within our district.

That the Vancouver Board of Education (VBE) declare a Climate Emergency at the September 23, 2019 public meeting of the Board of Education in line with what other cities and school districts are doing around the world, and that the VSB Sustainability department reviews the City of Vancouver's Climate Emergency 6 Big Moves and 53 Action Steps to determine if and where VSB could align, and that based on this alignment, the VSB Sustainability Advisory Committee would review and recommend the action steps for implementation into the VSB Sustainability Plan.

At the September board meeting the following motion regarding the upcoming Climate Action Strike was also passed:

That the Vancouver Board of Education fully supports participation in the Climate Strike on September 27th, acknowledges the legitimacy of Sustainabiliteens Vancouver, and directs staff to encourage the Vancouver School District to incorporate the Climate Strike into educational programming, as appropriate, during the week of September 23rd; including field trips, in-school actions or classroom discussions on climate change;

and

That the VSB direct staff to consider potential ways for staff to voluntarily support/participate in the Sept 2019 Global Climate Strike, consulting with representatives of the union locals that represent staff as necessary;

and

Board of Education Trustees:

Janet Fraser – Board Chair
Allan Wong – Vice-Chair
Fraser Ballantyne Lois Chan-Pedley Carmen Cho
Estrellita Gonzalez Oliver Hanson
Barb Parrott Jennifer Reddy

That, in solidarity with student efforts to amplify climate concerns, the VSB will excuse the absence of any student wishing to participate in the Climate Strike with a signed permission note from their parent or guardian as per usual school procedures, and not penalize any student who chooses to miss classes on September 27 in order to participate in lawful Climate Strike activities.

With these steps taken by our Board, actions by education partners such as SD61, District supports for ongoing learning opportunities for teachers and students about climate change and students' advocacy, I join my fellow Board members in support of our collective efforts to address climate change.

Sincerely,



Janet Fraser
Board Chair
Vancouver School Board

cc: VBE Trustees
Suzanne Hoffman, Superintendent
J. David Green, Secretary-Treasurer

Board of Education Trustees:

Janet Fraser – Board Chair
Allan Wong – Vice-Chair
Fraser Ballantyne Lois Chan-Pedley Carmen Cho
Estrellita Gonzalez Oliver Hanson
Barb Parrott Jennifer Reddy

School District No. 61 (Greater Victoria)
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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: October 23, 2019

The end of September saw a record 7.6 million people show up to climate strike events around the world demanding action on climate change. Here in Victoria, I was proud to speak at the Rally and Teach-in for Climate Justice on September 23 organized by the Greater Victoria Teacher's Associations. The following day I attended the Climate Strike Rally with my children and tens of thousands of other concerned folks. Despite the despair that comes with facing the reality of the climate crisis it filled me with hope and optimism to be together with so many people demanding change with one voice. I was particularly moved by the words of Victoria High School student and Victoria Youth Poet Laureate Agartu Ali. I was glad to spend a moment with Trustee McNally and thank her for the photo included below. My son's sign reads: "Stop Driving on Gas!!!!!!!"



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.

On October 17, 2019 I attended the BCSTA Board Chair's meeting, which I found incredibly valuable. It was wonderful to spend time with other Board Chairs and learn about their initiatives, accomplishments and challenges. In addition to lots of valuable discussions and a Q&A with the BCSTA Board of Directors, we received three unique presentations. The first was from Dr. Jennifer Charlesworth, the BC Representative for Children and Youth (RCY). She shared information about RCY, highlighted the challenges faced by children and youth in care, and invited us to consider how we can support these students in reaching their full potential. Dr. Charlesworth highlighted the following reports, which have recommendation for the education sector:

- Room for Improvement: Toward better education outcomes for children in care (October 2017) <http://www.rcybc.ca/roomforimprovement>
- Alone and Afraid: Lessons learned from the ordeal of a child with special needs and his family (Dec 2018) <http://www.rcybc.ca/aloneafraid>

The second presentation was "Social Media Survival Skills: Navigating Difficult Conversations on Social Media" by communications specialist Jann Enns. She covered a lot of ground discussing multiple platforms and the various ways in which each can serve as an important tool for programs, schools, districts, and individual trustees. She also discussed the links between traditional media and social media. Ms. Enns emphasized the importance of being proactive, setting ground rules, supporting helpful information sharing, and creating positive community engagement. Ms. Enns described ways to craft a message noting: "Empathy is your superpower." It was a very practical presentation and I encourage any interested trustees to have a look at Ms. Enns' slidedeck which I have circulated.

The final presentation of the day was by Assistant Deputy Minister Keith Godin who presented on the Framework for Enhancing Learning. This presentation described the ways in which the Framework is intended to pull together five key aspects: 1) system-wide focus on common values; 2) multi-year district and school plans that are updates and reported out annually; 3) meaningful and effective evidence that is both quantitative and qualitative; 4) collaborative growth mindset to system-wide capacity building, and; 5) our responsibility to meet the needs and passions of every learner. Underpinning all aspects of the Framework is a full commitment to reconciliation. This is a complex framework for a complex system and that it is designed to improve student outcomes and create educated citizen. There are currently nine districts piloting the framework with full implementation planned for the 202/2021 school year. I look forward to learning more and developing a deeper understanding of what implementation will look like for us in Greater Victoria.

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One *Learning* Community



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*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: Angie Hentze
RE: October Trustee Report

Family of Schools:

- Reynolds Grad Ceremony
- Cloverdale welcome assembly

Committee Meetings

- Victoria Family Court and Youth Justice Committee
- GSA committee

School Board Meetings

- Summer Strategic planning session
- Summer Trustee planning session
- September OPPS meeting
- September board meeting
- October OPPS meeting

Other meetings/events

- Pride parade
- Meeting with parent about inclusion
- Meeting with parent about land swap/George Jay needs.

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.

SFU/UNBC replication-extension study (Earley & Galluzzo, 2015) on British Columbia School Trustees' Use of Research and Information Seeking in Decision Making:

A replication-extension study based on a survey of 140 BC Trustees examined the information seeking activities of British Columbia (BC) School Trustees. Trustees were asked to identify the sources they used for acquiring research and information in the process of decision making. The frequency of use, information believed most useful, and characteristics of information sources were examined as well as the influence of demographic and school district.

The researchers found that Trustees rely heavily on briefing materials from their Secretary-Treasurer and Superintendent, other Trustees and input from community members when making decisions. The source of information believed most useful was briefing materials from the Superintendent. The researchers found no differences between genders on most items, although did find that females were more likely to consult with the community than their male colleagues. The researchers also found that Trustees in smaller districts were more likely to turn to materials from provincial organizations and the Ministry of Education website, whereas Trustees in larger districts tended to turn to local and provincial newspapers. According to the study research reports from university researchers or think tanks were not primary sources of information for BC school trustees. Instead Trustees generally sought information that was in close proximity from their school board and community when decision making.

Trustees were asked to indicate how often they accessed certain information sources to assist them in making school board-related decisions. This was based on a 5-point scale, 5 = *very often* to 1 = *never*. Results are reported in Table 1 of the *Canadian Journal of Educational Administration and Policy*, 188, 6.

Most Frequently Used Information Source

Information source	Mean	SD
Briefing materials from the secretary-treasurer	4.62	0.58
Briefing materials from the superintendent	4.61	0.58
Other local school board members	4.16	0.84
Members of your community	4.01	0.84
Materials from the BC School Trustees' Association	3.73	0.92
Materials from the BC Public School Employers Association	3.20	1.11
Information on the BC Ministry of Education website	3.15	0.78

<i>Most Frequently Used Information Source</i> <i>Information source</i>	<i>Mean</i>	<i>SD</i>
Other school board members in BC, but not in your school district	3.07	0.80
Materials from partner associations	2.89	0.94
Friends and/or relatives who work for the school district	2.81	1.07
Local Newspapers	2.72	1.07
Provincial Newspapers	2.65	0.99
National Newspapers	2.41	0.93
Research reports from university researchers	2.39	0.92
Research reports from “think tanks”	2.37	0.93
Materials from the Canadian School Boards Association	1.97	0.80

Of the 140 Trustees surveyed, 118 Trustees identified at least one, and up to three issues they were facing as school board members where they felt more and better information would be useful. Interestingly, the study highlighted that according to Trustee participants the **top five most pressing issues** faced by Trustees in ranked order are:

1. Governance, role of the Trustee/Board, and strategic planning
2. Funding, funding formula and provincial budget
3. Student programs, learning, issues, achievement
4. Budget
5. Human resources, bargaining, collective agreements, labour relations

The full study can be accessed via the following url:

<https://journalhosting.ucalgary.ca/index.php/cjeap/article/view/43458>

BCSTA Advocacy: Correspondence to Review

No new advocacy letters to report this month.

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

The Canadian School Boards Association (CSBA) has put out a call for presentations for Congress 2020. This event will be held in Banff, Alberta, Canada from **July 2-5, 2020**.

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. 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>

According to the latest BCSTA update the working groups have concluded and their reports will be submitted to the Minister of Education soon. Over the past several months BCSTA has been working with the Ministry of Education in advance of changes to the BC K-12 Public Education Funding Model. According to BCSTA's last member update, there was a meeting on 1 October, by invitation of the Deputy Minister of Education for all organizations that participated in the funding model working groups. The purpose of which was to offer an overview of the working group reports as well as an opportunity for discussion of next steps in the process. BCSTA has committed to updating members about this meeting as soon as possible. So stay tuned.

Reminders:

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, 25 & 26 October 2019.**
- **VISTA, 25 & 26 October 2019.**
- **The BCSTA 2019 Trustee Academy will take place November 28 - 30, 2019 at the Hyatt Regency Hotel in Vancouver. This year's keynote speaker Severn Cullis-Suzuki.**



**Education Policy and Directions Committee
October 7th, 2019 – Tolmie Board Room**

MINUTES

Committee Members Present: Nicole Duncan - Chair, Tom Ferris, Ryan Painter (via conference phone)

Regrets: Diane McNally

Other Trustees Present: Jordan Watters (Board Chair), Rob Paynter

Administration: Shelley Green - Superintendent, Katrina Stride, Acting Secretary-Treasurer, Deb Whitten - Deputy Superintendent, Colin Roberts - Associate Superintendent, Louise Sheffer – Director, District Team, Harold Caldwell – Director, District Team, Tammy Renyard – District Principal, Special Education, Tammy Sherstibitoff – District Principal, Human Resource Services, Andy Canty, Director of Information for Technology, Cindy Graff - GVTA Representative, Faith Liddie - CUPE 947 Representative, Jodi Whiteman - VCPAC President, Jeannette Alexander - ASA President, Vicki Hanley – Executive Assistant

The meeting was called to order at 7:09 p.m.

Chair Duncan welcomed everyone to the meeting.

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

A. COMMENCEMENT OF MEETING

A1. Approval of the Agenda

It was moved by Trustee Ferris

That the October 7, 2019 Education Policy and Directions agenda be approved.

Motion Carried Unanimously

A2. Approval of the Minutes

It was moved by Trustee Ferris

That the September 9th, 2019 Education Policy and Directions Committee Minutes be approved.

Motion Carried Unanimously

A3. Business Arising from the Minutes – None

B. PRESENTATIONS TO THE COMMITTEE

B1. View Royal Elementary School / Jen Wark

B2. Central Middle School / Farheen HaQ

- B3. Central Middle School / Angela Carmichael**
- B4. George Jay Elementary School / Brianna Day**
- B5. View Royal Elementary School / Graham Haymes**
- B6. Central Middle School / Carrie Peter**

C. NEW BUSINESS

C1. Introduction of Student Representatives

Superintendent, Shelley Green, introduced and welcomed Student Representative, Angela Wang, Oak Bay Secondary School, to the Education Policy and Directions Committee meeting.

C2. School Support Profiles and Next Steps

Deputy Superintendent, Deb Whitten, referred Trustees to the information that she provided in their agendas with regards to school support profiles at District schools for students that require additional assistance and have diverse needs. Ms. Whitten further explained for Trustees the guiding principles of inclusive learning within the District and provided historical data on Ministry designations and Educational Assistants hours and the allocation of funding amongst schools. Ms. Whitten advised Trustees and parents that a Inclusion Forum is being planned for the end of November, followed by a high level survey by year end. Discussion ensued amongst the Trustees with questions being asked of Deputy Superintendent Whitten.

C3. Education Assistant Bridge Program

Tammy Sherstibitoff, District Principal, Human Resource Services, Tammy Renyard, District Principal Special Education/Inclusive Learning and Denise Wehner, District Vice-Principal, Languages and Multiculturalism, attended the committee meeting to provide Trustees with information regarding a new bridge program for Education Assistants which recently ran in the District. The two week program offered classroom work and on site practicum experience and after completing the course the District now has seventeen more EA's on the spareboard. The program was well received and will run again. Discussion ensued amongst the Trustees with questions of clarification being asked.

C4. Late French Immersion Program Review

Associate Superintendent, Colin Roberts, updated Trustees on the Late French Immersion review process with a summary of findings and advised what the next steps in the process will be. A final decision will be made and the motion will be brought back and presented at the October 28, 2019 Board of Education meeting.

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish and document a process for undertaking a review of Late French Immersion programming that takes into account the current Ministry of Education policy on French Immersion programs and that includes a consultation process which involves relevant stakeholders prior

to implementing a change to the program, in line with Policy 1163 – Consultation, be referred to the May 6, 2019 Education Policy and Directions Committee meeting.” **be tabled until the Education Policy and Directions Committee meeting of October 7th, 2019.**

D. NOTICE OF MOTION - None

E. GENERAL ANNOUNCEMENTS - None

F. ADJOURNMENT

It was moved by Trustee Ferris :

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 9:38 p.m.



**Operations Policy and Planning Committee Meeting
October 21, 2019 – Tolmie Board Room**

REGULAR MINUTES

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

Other Trustees Present: Diane McNally

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Katrina Stride, Associate Secretary-Treasurer, Colin Roberts, Associate Superintendent, Greg Kitchen, Associate Superintendent, Chuck Morris, Director of Facilities Services, Andy Canty, Director, Information Technology for Learning, Tammy Sherstobitoff, District Principal, Human Resource Services, Vicki Hanley, Executive Assistant

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

A. COMMENCEMENT OF MEETING

A1. Acknowledgement of Traditional Territories

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

A2. Approval of the Agenda

It was moved by Trustee Whiteaker:

That the October 21, 2019 Operations Policy and Planning Committee meeting agenda be approved.

Motion Carried Unanimously

A3. Approval of the Minutes

It was moved by Trustee Whiteaker:

That the September 16, 2019 Operations Policy and Planning Committee meeting minutes be approved as amended.

Motion Carried Unanimously

A4. Business Arising from the Minutes

- a) The Quadra Warehouse name change motion has been rescinded since the September 16th 2019 Operations Policy and Planning Committee meeting.

B. PRESENTATIONS TO THE COMMITTEE

B1. Scott Fox, Victoria High School

Mr. Fox spoke to the proposed land swap between the School District and the Capital Regional Housing Corporation (CRHC) at Victoria High School and expressed his interest in retaining lands at Vic High for academic purposes.

.B2. Brianna Day, George Jay Elementary School

Ms. Day spoke to her concerns about the overcrowding and loss of programs at George Jay Elementary.

C. SUPERINTENDENT'S REPORT

- C1.** Superintendent Shelley Green introduced and welcomed Student Representative Emily Wang, from Mount Douglas High School.

D. PERSONNEL ITEMS

D1. Staffing Update

District Principal of Human Resource Services, Tammy Sherstobitoff, provided Trustees with a verbal update, noting that 120 new hires in all employee groups have come on board since the start of August 2019. Ms. Sherstobitoff noted the intent to host another bridging program towards the end of November or early December 2019 with the aim of hiring more Education Assistants.

E. FINANCE AND LEGAL AFFAIRS

E1. Policy Sub-Committee – Trustee Rob Paynter

Trustee Paynter provided a verbal update in regards to the Policy Sub-Committee, noting that the current focus is the Trustees' Code of Ethics and the roles of the Chair & Vice-Chair. The Superintendent Evaluation will be the next focus. The next Policy Sub – Committee meeting will take place on October 24th 2019.

E2. Managed Print Services – Andy Canty, Director of IT for Learning

Director of IT for Learning, Andy Canty, presented the group with an overview of the Managed Print Services project, with plans to implement this District-wide by 2023. Mr.Canty answered questions that arose from the presentation.

F. FACILITIES PLANNING

F1. Vic High Update

Secretary-Treasurer, Kim Morris, provided Trustees with an update in regards to the Vic High Seismic project.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

H. NEW BUSINESS – None

I. NOTICE OF MOTION - None

J. GENERAL ANNOUNCEMENTS – None

K. ADJOURNMENT

It was moved by Trustee Whiteaker:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 8:10 p.m.

TO: Board of Education
FROM: Kim Morris, Secretary-Treasurer
DATE: October 28, 2019
RE: **Audit Committee Report – October 21, 2019 Meeting**

Background:

The Audit Committee held a meeting on October 21, 2019. New business included presentation of the September 2019 Quarterly Financial Report, an Enrolment Update, and discussions on Living Wage, Living Hours and Operational Reviews.

There are two recommendation to the Board from the Audit Committee.

Recommendations:

September 2019 Quarterly Financial Report

Secretary-Treasurer Morris presented the quarterly financial report for the period ending September 30, 2019. The report showed the annual operating budget and the year-to-date actual revenue and expenditures as a percentage of the operating budget. Secretary-Treasurer Morris advised that the year-to-date results are comparable to the prior year and in line with expectations for the first quarter. Trustees asked questions of clarification.

Trustees recommended that the Board accept the September 2019 Quarterly Financial Report through the Audit Committee Report.

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

Associate Secretary-Treasurer, Katrina Stride, provided background information on the Living Wage for Victoria and what is included in the calculation of that hourly wage. Ms. Stride presented the Committee with the lowest and highest hourly wage and annual salary information, as well as the lowest and highest hourly wage including specific non-mandatory benefits, for each employee group within the District. Ms. Stride noted that all employee groups, except one, exceed the Living Wage for Victoria without even considering all of the

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eligible non-mandatory benefits, such as professional education development, enhanced vacation, and sick leave. The employee group that did not exceed the Living Wage at the lowest hourly wage is the contract employee. Ms. Stride explained that the lowest paid contract employee is a summer assistant and would be exempt from the application of the Living Wage policy, as the employee works less than 120 hours per year. Trustees asked questions of clarification.

Trustees recommended that the Board accept the Living Wage, Living Hours Information Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the Living Wage, Living Hours Report as presented to the Audit Committee.

TO: Audit Committee

FROM: Kim Morris, Secretary-Treasurer

DATE: October 21, 2019

RE: **September 30, 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 being provided to the Board as part of the annual budget process and the audited financial statements, quarterly financial reports are being prepared in order to assist the Board in the area of financial oversight. The format of the quarterly report is 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 September 30, 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 11.35%, which is consistent with 11.36% 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 5.74% 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. The budget and actual revenue in the current year include the Employer Health Tax grant.

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Revenue from Other Provincial Ministries in the prior year is related to the sale of surplus assets through public auction by the Province of BC Asset Investment Recovery Service. This revenue varies each year.

Offshore Tuition Fees as a percentage of the related budget are 83.79% compared to 84.40% in the prior year. Offshore Tuition Fees are fees received for the International Student Program (ISP).

Summer School Fees are fees received for the July summer school program. Fees collected for July 2019 came in at 61.89% of the related budget and \$19K lower than what was collected in the prior year.

Continuing Education Fees as a percentage of the related budget are 31.20%. The Continuing Education Fees are down slightly from the prior year, as they vary depending on the number of courses being offered.

Rentals and Leases revenue as a percentage of the related budget is 20.52%. Rentals and Leases revenue has decreased from the prior year as a result of losing lease revenue from Richmond Elementary while it is being used to house Braefoot Elementary students during seismic upgrades in 2019-2020.

Investment Income as a percentage of the related budget is 29.84% and reflects an increase in interest rates from 2.70% in July 2018 to 2.95% in September 2019. The principal investment balance at September 30, 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, activity fees for ISP students, and donations. The amount and timing of this revenue varies each year.

Total Operating Revenue is 16.47% of the related budget and is comparable to 16.75% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 9.62% of the combined related budgets. As the school year starts in September, it is expected that 1/10th (10%) 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 21.88% of the combined related budgets. These positions are paid over 12 months; therefore, it is expected that salaries to date would approximate 25% of the Operating Budget.

Employee Benefits are at 14.88% of the related budget compared to 14.84% in the prior year.

Total Salaries and Benefits are 12.95% of the related budget as compared to 13.75% in the prior year. Salaries and benefits as a percentage of the related budgets will rise once approved increases and retroactive payments are processed for all entitled employee groups.

Services are at 37.42% of the related budget. Services expenses are lower in the current year as a result of one-time SRG3 (Seismic Risk) assessments (Ministry Funded Project) and DDC (Direct Digital Control) upgrades (Facility Environmental Upgrades from 16-17 Surplus Funds) completed in the prior year.

Student Transportation as a percentage of the related budget is at 5.65% compared to 8.08% in the prior year. The prior year expenditures include a student exchange to Japan that was funded from a one-time student exchange and mobility award received from the British Columbia Council for International Education.

Professional Development and Travel is at 34.42% of the related budget. Actual expenses in the current year are comparable to expenses in the prior year.

Rentals and Leases expenditures are at 33.35% of the related budget. In the prior year, the budget for Rentals and Leases expenditures was moved into Supplies anticipating that there would not be 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 97.40% of the related budget and are comparable to the prior year at 97.35%.

Insurance is at 26.86% of the related budget as compared to 11.48% in the prior year. The variance is due to an ARI Insurance invoice being coded to an incorrect account when it was paid in July of the prior year. The coding was corrected after the September 2018 quarter end.

Supplies are 17.54% of the related budget as compared to 22.87% in the prior year. Current year expenditures on furniture, equipment and school computer technology are less than prior year expenditures.

Utilities are at 8.30% of the related budget and are comparable to the prior year at 8.34%.

Capital Asset Purchases are expenditures from the operating fund that will be transferred to the capital fund. The prior year capital asset purchases include the installation of playgrounds at Frank Hobbs Elementary and Victoria West Elementary, as well as the purchase of computer technology for secondary schools, for which there are no comparable expenditures in the current year.

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 a subsequent quarter.

Total Services and Supplies are 21.02% of the related budget as compared to 24.53% in the prior year.

Total Operating Expenditures are 13.7% of the related budget as compared to 14.75% in the prior year.

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

Recommendation to the Board:

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2019 Quarterly Financial Report as presented to the Audit Committee.
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SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
SEPTEMBER 30, 2019
ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET

	2019/2020 Annual Operating Budget	Actual September 30, 2019	Percentage of Operating Budget	2018/2019 Annual Operating Budget	Actual September 30, 2018	Percentage of Operating Budget
REVENUE						
Ministry of Education Operating Grant	178,824,797	20,298,975	11.35%	172,517,370	19,593,389	11.36%
Other Ministry of Education Grants	4,736,196	271,784	5.74%	3,006,617	118,927	3.96%
Other Provincial Ministries	-	-	0.00%	-	11,802	0.00%
Offshore Tuition Fees	14,970,836	12,544,515	83.79%	14,610,333	12,330,688	84.40%
Local Education Agreement Tuition	1,106,631	271,459	24.53%	1,087,263	259,889	23.90%
Summer School Fees	49,512	30,641	61.89%	56,880	49,142	86.40%
Continuing Education Fees	22,500	7,020	31.20%	16,825	8,765	52.10%
Rentals and Leases	1,829,940	375,569	20.52%	1,981,048	426,665	21.54%
Investment Income	1,030,000	307,383	29.84%	1,030,000	287,745	27.94%
Miscellaneous Revenue	202,675	179,089	88.36%	56,350	133,189	236.36%
Budgeted Prior Year Operating Surplus Appropriation	5,449,037			3,946,980		
Total Operating Revenue	208,222,124	34,286,435	16.47%	198,309,666	33,220,201	16.75%
EXPENDITURE BY OBJECT						
Teachers Salaries	90,827,114	8,876,951	9.77%	85,786,515	9,572,258	11.16%
Principals and Vice Principals Salaries	13,518,126	3,288,490	24.33%	12,495,805	3,056,608	24.46%
Educational Assistants Salaries	18,929,842	1,662,588	8.78%	17,990,349	1,654,785	9.20%
Support Staff Salaries	18,271,847	3,571,418	19.55%	17,575,875	3,461,967	19.70%
Other Professionals Salaries	4,461,121	1,073,031	24.05%	4,264,085	1,107,780	25.98%
Substitutes Salaries	7,795,996	765,235	9.82%	7,460,144	781,989	10.48%
Employee Benefits	35,010,087	5,208,926	14.88%	34,234,154	5,079,723	14.84%
Total Salaries and Benefits	188,814,133	24,446,639	12.95%	179,806,927	24,715,110	13.75%
Services	5,305,297	1,985,217	37.42%	5,090,007	2,107,503	41.40%
Student Transportation	1,038,960	58,709	5.65%	1,018,933	82,314	8.08%
Professional Development and Travel	762,477	262,472	34.42%	663,417	274,864	41.43%
Rentals and Leases	115,235	38,426	33.35%	-	28,809	0.00%
Dues and Fees	94,980	92,507	97.40%	88,207	85,868	97.35%
Insurance	372,000	99,920	26.86%	365,000	41,904	11.48%
Supplies	5,803,860	1,018,061	17.54%	5,488,886	1,255,418	22.87%
Utilities	4,475,912	371,416	8.30%	4,349,019	362,509	8.34%
Capital Asset Purchases	800,000	152,628	19.08%	800,000	299,221	37.40%
Local Capital Transfer	639,270	-	0.00%	639,270	-	0.00%
Total Services and Supplies	19,407,991	4,079,356	21.02%	18,502,739	4,538,410	24.53%
Total Operating Expenditure	208,222,124	28,525,995	13.70%	198,309,666	29,253,520	14.75%

Financial Services

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4172 Fax (250) 475-4110

Katrina Stride – Associate Secretary-Treasurer

TO: Audit Committee
FROM: Katrina Stride, Associate Secretary-Treasurer
DATE: October 21, 2019
RE: **Living Wage, Living Hours Information**

Background

At the June 10, 2019 Operations Policy and Planning Committee Meeting, the following motion was carried:

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

When the motion came forward from the Operations Policy and Planning Committee at the June 24, 2019 Regular Board Meeting, it was amended and then referred to the Audit Committee for further discussion.

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 and living hours employer." be referred to the Audit Committee.

Motion Carried

At the Audit Committee Meeting held on September 23, 2019, the Committee discussed how to proceed with the motion. It was agreed that the first step would be to review the range of hourly wages and annual salaries for existing employee groups.

Living Wage Information

The Living Wage for Victoria is \$19.39 per hour. The Living Wage is intended to represent the minimum hourly wage, including non-mandatory benefits, that a family of four with two full-time working parents need to make in order to cover basic expenses.

Non-mandatory benefits include employer contributions that help to reduce an expense item, such as extended health, dental care, medical services plan payments, child care expenses, transport expenses, professional education development, enhanced vacation and sick leave. They do not include payments that

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an employer is mandated by law to provide, such as employment insurance and Canada Pension Plan contributions.

To become a Living Wage Employer, the employer agrees to ensure that all direct employees and contractors are paid the current living wage for the area within six months of successful application. They also agree to insert a living wage clause in all future contracts where staff who are not direct employees are contracted to provide services to their organization on a regular, ongoing basis.

Exemptions to the Living Wage policy including casual employment (less than 120 hours of work per year); students, interns and practicum placements (must be less than 10% of staff members); labour purchased from social enterprises; and multiple small contracts (makes up less than half of a percentage of its purchasing budget).

District Wage Information

Attached to this memo is a worksheet that identifies the lowest and highest hourly wage and annual salary without benefits, as well as the lowest and highest hourly wage including benefits, for each of the employee groups.

In order to make the hourly wage of each employee group comparable, some employee groups that are paid at an hourly rate required a calculation to establish an equivalent annual salary based on the number of days worked in a year and the number of hours worked in each day. At the same time, some employee groups that are paid an annual salary required a calculation to establish an equivalent hourly wage based on the number of days worked in a year and the number of hours worked in each day.

It should be noted that the only non-mandatory benefits that have been included are pension, extended health, dental, group life, accidental death and dismemberment, and medical services plan/employer health tax. The employer cost of professional education development, enhanced vacation, and sick leave has not been included. As a result, the hourly wage with benefits will be understated for employee groups entitled to receive those benefits.

For spareboard employees, the % received in-lieu of benefits has been added to the hourly wage and annual salary without benefits.

Discussion

Even without the addition of professional education development, enhanced vacation, and sick leave as non-mandatory benefits, all but one of the District employee groups exceed the Living Wage for Victoria. The only exception is the employee earning the lowest hourly wage in the contract employee group. However, based on the Living Wage policy, that employee would be considered exempted under the category of casual employment of less than 120 hours of work per year.

The cost impact of becoming a Living Wage Employer for contracted work (where staff are not direct employees of the District) has not been determined. However, it has been confirmed that the District does not currently have policy that requires the incorporation of language within contracts and requests for proposal requiring contractors to pay a Living Wage to its employees.

Recommendation to the Board:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Living Wage, Living Hours Report as presented to the Audit Committee.

Greater Victoria School District No. 61
Lowest to Highest Hourly Wage and Annual Salary for Employee Groups
Wages and Salaries effective 2019-2020 Fiscal Year

LIVING WAGE VICTORIA = \$19.39 PER HOUR*

Employee Group	Hours p/day	Days p/year	Hourly Wages and Annual Salary without Benefits				Hourly Wages with Benefits**	
			Lowest Hrly Wage	Highest Hrly Wage	Lowest Annual Salary	Highest Annual Salary	Lowest Hrly Wage	Highest Hrly Wage
Contract Employee			\$ 18.50	\$ 115.00	\$ 1,267	\$ 16,698	\$ 18.86	\$ 117.24
CUPE 382	8	260	\$ 21.88	\$ 35.63	\$ 45,510	\$ 74,110	\$ 25.03	\$ 40.76
CUPE 382 - Spareboard			\$ 24.29	\$ 39.55	\$ 50,517	\$ 82,263	\$ 24.76	\$ 40.32
Cupe 947 - 10 mos	7	215	\$ 20.37	\$ 36.27	\$ 30,657	\$ 54,586	\$ 23.61	\$ 42.04
Cupe 947 - 12 mos	7	260	\$ 20.37	\$ 36.27	\$ 37,073	\$ 66,011	\$ 23.61	\$ 42.04
Cupe 947 - Spareboard -10 mos			\$ 21.45	\$ 37.10	\$ 32,275	\$ 55,830	\$ 21.86	\$ 37.82
Cupe 947 - Spareboard - 12 mos			\$ 21.45	\$ 37.10	\$ 39,030	\$ 67,515	\$ 21.86	\$ 37.82
Teachers	5	200	\$ 48.70	\$ 89.53	\$ 48,695	\$ 89,526	\$ 57.02	\$ 104.83
TTOC	5	189	\$ 53.73	\$ 80.43	\$ 48,696	\$ 73,931	\$ 54.78	\$ 82.00
Administrators	8	240	\$ 55.16	\$ 70.00	\$ 105,904	\$ 134,399	\$ 63.82	\$ 80.99
Exempt	7.5	260	\$ 27.73	\$ 112.96	\$ 54,066	\$ 220,277	\$ 31.75	\$ 130.25
Allied Specialists	5	200	\$ 43.83	\$ 87.99	\$ 43,834	\$ 87,987	\$ 49.53	\$ 99.43

*Hourly rate includes non-mandatory benefits of extended health, dental care, medical services plan payments, child care expenses, transport expenses, professional education development, enhanced vacation, and sick leave.

**Benefits include ONLY pension, extended health, dental, group life, accidental death and dismemberment, and medical services plan/employer health tax.

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education
FROM: Shelley Green, Superintendent of Schools
RE: Superintendent's Report
DATE: October 28, 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
 - Audit Committee
 - Policy Sub Committee
- Additional Meetings and Events
 - All Superintendents' Meeting
 - Generative Dialogue/Coaching
 - Joint Committee (GVTA)
 - Jointly Convened Meeting re: Annual Tripartite Education Agreement
 - New Principal Leader Cohort
 - Operational Plans Review Meetings
 - Partner Liaison Meeting
 - Professional Conversations Meetings
 - Professional Relations Committee (GVTA)
 - Representative Advisory Council of Students
 - Songhees Nation
 - Strategic Planning Meeting
 - Tri-District Superintendents' Meeting
 - Vancouver Island University Masters Students
 - VCPAC
 - 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.

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: **Trustees' Questions**

DATE: October 28, 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.

TO: Board of Education

FROM: Kim Morris

RE: Monthly Report

DATE: October 28, 2019

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

- Administrators' meetings
 - Call with BC Housing re: Vic High Project
 - Board meetings
 - Standing Committee meetings
 - District Leadership Team meetings
 - Meeting Staff re: Privacy Audit Project
 - Strategic Plan Meeting
 - Policy Sub-Committee meeting
 - Conference Call with Ministry re: Funding Model Review
 - Superintendents' Dinner Meeting with Student Representatives
 - Meeting with community member re: Vic High Project
 - Boundary Review Team meeting
 - Meetings with VCPAC President
-
- Scope of Engagement Staff Meeting re: Vic High Project
 - New Secretary-Treasurer Orientation meetings with Staff
 - Conference Call re: CSF Space
 - BC Association of School Board Officials meeting in Richmond
 - Ministry of Education, Chairs', Superintendents' & Secretary-Treasurers' Annual Liaison Meeting in Richmond
 - Audit Committee meeting
 - District of Oak Bay Focus Group on Housing Needs meeting
 - Meeting with community partner re: Vic High Project
 - Vista Branch Meeting in Port Alberni
 - Jack Wallace Track Resurfacing Discussion meeting
 - Secretary-Treasurer and Principal Orientation meeting - Vic High

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OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4112

TO: Board of Education

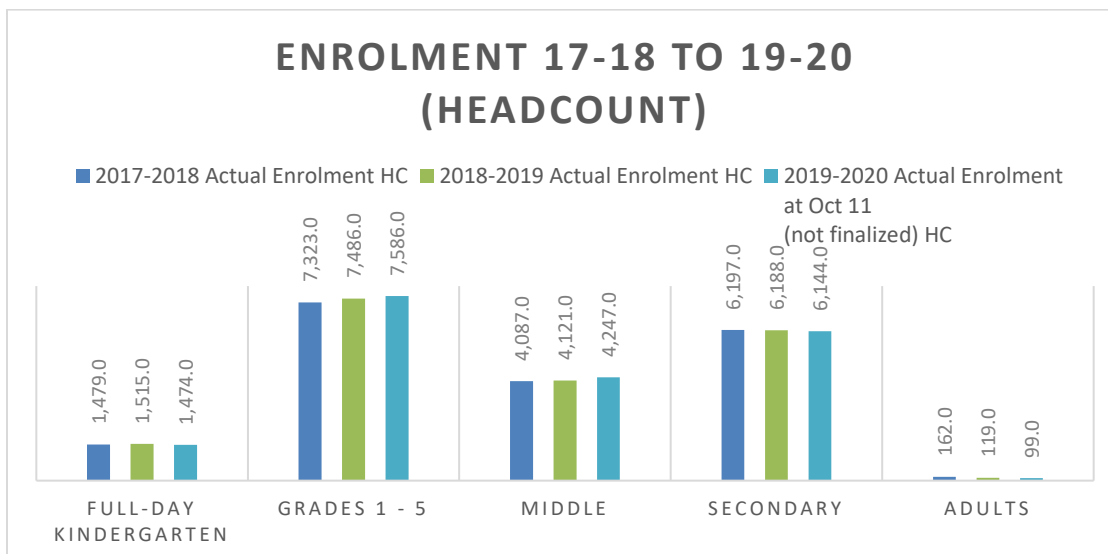
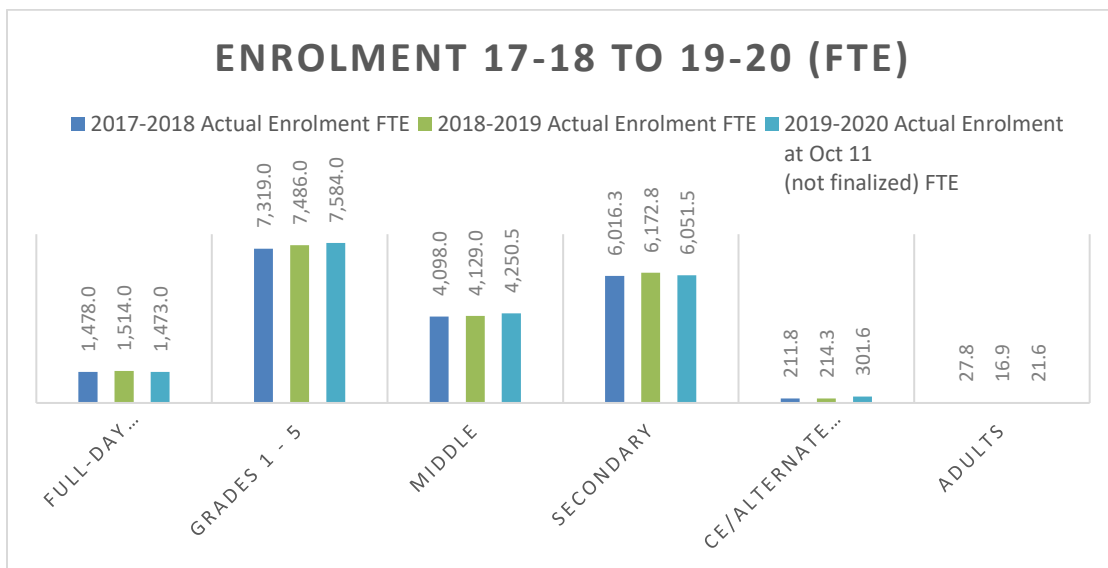
FROM: Kim Morris, Secretary-Treasurer

DATE: October 28, 2019

RE: **2019-2020 Enrolment Update**

Background:

Annual enrolment data collection processes have occurred for the 2019-2020 school year. Three year data is provided on the attached report with a visual representation below:



Enrolment Compared to Projections

2019-2020 enrolment increased 113 student FTE from Spring projections representing a 0.6% increase.

District staff have projected enrolment in SD61 within 1% error and is an indicator that current projection methods are providing credible data with which to predict funding.

Enrolment Compared to Previous Year

2019-2020 enrolment increased 149 student FTE from 2018-2019 representing a 0.8% increase.

Summary:

The District has grown since 2018 and since its Spring projections. Actual enrolment is within 1% of spring projections.

Action:

None. Information only.

NOTE TO THE READER: In all cases, the data included in this report is based on data submitted to the Ministry of Education, with the final sign off to come in the next few days. The final sign off of data is not expected to vary significantly from the data contained in this report.

**Greater Victoria School District No. 61
2019-2020 Enrolment Summary**

FTE

	2017-2018 Actual Enrolment	2018-2019 Actual Enrolment	2019-2020 Actual Enrolment at Oct 11 (not finalized)	2019-2020 Actual vs 2018-2019 Actual Enrolment	2019-2020 Actual vs 2019-2020 Projected Enrolment
	FTE	FTE	FTE	FTE	FTE
Elementary					
Full-Day Kindergarten	1,478.0	1,514.0	1,473.0	(41.0)	
Grades 1 - 5	7,319.0	7,486.0	7,584.0	98.0	
Total Elementary	<u>8,797.0</u>	<u>9,000.0</u>	<u>9,057.0</u>	57.0	5.0
Middle	<u>4,098.0</u>	<u>4,129.0</u>	<u>4,250.5</u>	121.5	(40.0)
Secondary	<u>6,016.3</u>	<u>6,172.8</u>	<u>6,051.5</u>	(121.3)	50.0
Victor	15.0	16.0	14.0	(2.0)	1.0
Continuing Education	31.0	14.4	22.4	8.0	17.0
Distributed Learning	29.8	43.9	43.2	(0.7)	4.0
Alternative Education	136.0	140.0	222.0	82.0	77.0
CE/Alternate & DL	<u>211.8</u>	<u>214.3</u>	<u>301.6</u>	87.3	99.0
Total School -Age	<u>19,123.1</u>	<u>19,516.1</u>	<u>19,660.6</u>	144.5	114.0
Adults	27.8	16.9	21.6	4.8	(1.0)
Total Enrolment	<u>19,150.9</u>	<u>19,532.9</u>	<u>19,682.2</u>	149.3	113.0
				0.76%	

HEADCOUNT

	2017-2018 Actual Enrolment	2018-2019 Actual Enrolment	2019-2020 Actual Enrolment at Oct 11 (not finalized)
	HC	HC	HC
Elementary			
Full-Day Kindergarten	1,479.0	1,515.0	1,474.0
Grades 1 - 5	7,323.0	7,486.0	7,586.0
Total Elementary	<u>8,802.0</u>	<u>9,001.0</u>	<u>9,060.0</u>
Middle	<u>4,087.0</u>	<u>4,121.0</u>	<u>4,247.0</u>
Secondary	<u>6,197.0</u>	<u>6,188.0</u>	<u>6,144.0</u>
Total School -Age	<u>19,086.0</u>	<u>19,310.0</u>	<u>19,451.0</u>
Adults	162.0	119.0	99.0
Total Enrolment	<u>19,248.0</u>	<u>19,429.0</u>	<u>19,550.0</u>