



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

Monday, February 24, 2020, 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

Pages

A. COMMENCEMENT OF MEETING

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

A.1 Acknowledgement of Traditional Territories 7:35 PM

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 7:40 PM

Recommended Motion:
That the February 24, 2020 agenda be approved.

A.3 Approval of the Minutes 7:45 PM

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Recommended Motion:
That the January 27, 2020 Regular Board minutes be approved.

A.4 Business Arising from the Minutes

A.5 Student Achievement

A.6 District Presentations

A.7 Community Presentations 7:50 PM

(5 minutes per presentation)

- a. Abby Henry, SD61 Student, Climate Change
- b. Jodi Whiteman, VCPAC, Leadership and Inclusion

B. CORRESPONDENCE

C. TRUSTEE REPORTS

C.1 Chair's Report

C.2 Trustees' Reports 8:00 PM

(2 minutes per verbal presentation)

- a. Trustee Painter - BCSTA Representative - Provincial Council Report
- b. Trustee Hentze - February Trustee Report 19

D. BOARD COMMITTEE REPORTS

D.1 Education Policy and Directions Committee 8:05 PM

- a. Draft minutes from the February 3, 2020 meeting - Information only 21

D.2 Operations Policy and Planning Committee 8:10 PM

- a. Draft minutes from the February 10, 2020 meeting - Information only 25
- b. Recommended motions from the February 10, 2020 meeting
 - a. Policy Sub-Committee Report 33

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 1325.1, 1420.1, 2105, 2120.5, 2221, 3500, 3502, 3545.3 and 4111;

AND FURTHER

That the Board refer Policies 2105, 2221 and 3545.3 to the Superintendent for administration manual consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2019/2020 Amended Annual Budget Bylaw at the Regular Board meeting on February 24, 2020.

Motion to be Carried Unanimously

Recommended Motion:

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2019/2020 in the amount of \$262,397,401 be:

Read a first time the 24th day of February, 2020;

Read a second time the 24th day of February, 2020;

Read a third time, passed and adopted the 24th day of February, 2020;

And that the Secretary-Treasurer and the Board Chair be authorized be authorized to sign, seal and execute this Bylaw on behalf of the Board.

c. Health & Safety Reporting

Recommended Motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education a report on the operation of the District's student health and safety framework and communicate any recommendations for operational and strategic level improvements specifically aimed at student health and safety.

d. Health and Safety Reporting

Recommended Motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education annually, a report on the District's compliance with workplace safety legislation and communicate any recommendations for operational and strategic level improvements.

D.3 Audit Committee Report

8:30 PM

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Recommended Motion:

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

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1 Superintendent's Report

8:35 PM

a. Monthly Report

64

Recommended Motion:

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

b. Proposed 2020-2021 School Calendar

65

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2020/2021 school calendar on the School District's website for a period of one month:

2020/2021 School Calendar*

School Opening	September 8, 2020
First non-instructional day 2020	September 28,
Thanksgiving	October 12, 2020
Second non-instructional day (Province wide)	October 23, 2020

Remembrance Day 2020	November 11,
Third non-instructional day 2020	November 20,
Schools close for Winter vacation 2020	December 18,
Schools re-open after Winter vacation	January 4, 2021
Fourth non-instructional day	February 12, 2021
Family Day 2021	February 15,
Schools close for Spring vacation	March 12, 2021
Schools re-open after Spring vacation	March 29, 2021
Good Friday	April 2, 2021
Easter Monday	April 5, 2021
Fifth non-instructional day	May 21, 2021
Victoria Day	May 24, 2021
Administrative Day and School Closing	June 25, 2021
*Sixth non-instructional day to be chosen by each school	

c. Trustee Questions

66

E.2 Secretary-Treasurer's Report

8:45 PM

a. Monthly Report

67

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

b. Victoria High School Amenities

F. QUESTION PERIOD

9:00 PM

(15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1 New Business

H.2 Notice of Motions

I. ADJOURNMENT

9:15 PM

Recommended Motion:
That the meeting be adjourned.



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

MINUTES

January 27, 2020, 7:30 p.m.

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

Trustee Regrets: Tom Ferris

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Lisa McPhail, Communications Officer, Vicki Hanley, Executive Assistant

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:45 p.m.

A.1 Acknowledgement of Traditional Territories

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

Introductions were made around the board table.

A.2 Approval of the Agenda

Moved by Trustee Whiteaker

Seconded by Trustee Painter

That the January 27, 2020 agenda be approved.

Motion Carried Unanimously

A.3 Approval of the Minutes

- a. Approval of the December 16, 2019 Regular Board Minutes

Moved by Trustee Leonard

Seconded by Trustee Whiteaker

That the December 16, 2019 Regular Board Minutes be approved.

Motion Carried Unanimously

A.4 Business Arising from the Minutes

None

A.5 Student Achievement

None

A.6 District Presentations

None

A.7 Community Presentations

- a. Helena Ewald, SD61 Teacher, French Immersion

Ms. Ewald spoke to Trustees about French Immersion programming in the District and urged Trustees to add learning resources to the SD61 on line learning HUB.

- b. Laurie Cairns, SD61 Teacher, French Immersion Resources and Book Leveling

Ms. Cairns spoke to Trustees about French Immersion resources and book leveling. Ms. Cairns urged Trustees to reinstate the program used for book leveling in the District.

- c. Thomas Soulliere, Director, Parks, Recreation and Facilities, City of Victoria, UN Trees in Cities Initiatives

Mr. Soulliere spoke to Trustees about a tree planting initiative in the City of Victoria. The City is committed to planting 5,000 trees in the municipality in 2020 and challenged the school district to join the initiative.

B. CORRESPONDENCE

B.1 Letter from the GVTA re education funding - November 28, 2019

A letter dated November 28, 2019 was received for information from the GVTA regarding education funding.

B.2 Letter from the GVTA re education funding - January 9, 2020

A letter dated January 9, 2020 was received for information from the GVTA regarding education funding.

B.3 Letter from the GVTA re speaking to motions

A letter was received for information from the GVTA with regards to partner groups speaking to motions at board meetings. Chair Watters indicated that the Policy Sub-Committee would be discussing.

C. TRUSTEE REPORTS

C.1 Chair's Report

Chair Watters reminded Trustees of upcoming budget plan meetings.

C.2 Trustees' Reports

a. Trustee Painter - BCSTA Trustee Representative Report

Trustee Painter's BCSTA Trustee Representative report was received for information.

D. BOARD COMMITTEE REPORTS

D.1 Education Policy and Directions Committee

a. Minutes from the January 6, 2020 meeting

The draft minutes from the January 6, 2020 Education Policy and Directions Committee meeting were received for information.

b. Recommended motions from the January 6, 2020 meeting.

a. Board Authority Authorized Courses

Trustee Duncan referred to the meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked by Trustees and Partner Groups.

That the Board of Education of School District No. 61 (Greater Victoria) approve the new Board/Authority Authorized courses: Automotive Service Technician 12a, 12b, 12c and 12d; Professional Cook 11a, 11b, 12a and 12b; Reconnecting Youth 11; Brazilian Jiu Jitsu 10, 11 and 12; Explorations in Computers 11 and 12.

Motion Carried Unanimously

b. Reading Recovery

Trustee Duncan referred to the meeting minutes and presented the following recommended motion.

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Equity Committee to make recommendations for making reading recovery available to all elementary schools in the District.

Discussion ensued amongst the Trustees and Partner Groups with a recommendation being made to amend the motion.

Amendment:

Moved by Trustee Whiteaker

Seconded by Trustee Duncan

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Equity Committee to make recommendations for making reading recovery available to all elementary schools in the District*" be amended to read as "*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Equity Committee to make recommendations around equitable learning supports in all schools including literacy, numeracy, ESL and French Immersion for reading recovery which would include all elementary schools in the District.*"

For (1): Trustee Whiteaker

Against (7): Trustee Watters, Trustee Duncan, Trustee Hentze, Trustee Leonard, Trustee McNally, Trustee Painter, and Trustee Paynter

Motion Defeated (1 to 7)

Further discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

Amendment:

Moved by Trustee McNally

Seconded by Trustee Hentze

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Equity Committee to make recommendations for making reading recovery available to all elementary schools in the District*" be amended to include the following words at the end "with the reading recovery teacher FTE salary fully funded by the District."

For (2): Trustee Hentze, and Trustee McNally

Against (6): Trustee Watters, Trustee Whiteaker, Trustee Duncan, Trustee Leonard, Trustee Painter, and Trustee Paynter

Motion Defeated (2 to 6)

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

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Equity Committee to make recommendations for making reading recovery available to all elementary schools in the District.

For (7): Trustee Watters, Trustee Duncan, Trustee Hentze, Trustee Leonard, Trustee McNally, Trustee Painter, and Trustee Paynter

Against (1): Trustee Whiteaker

Motion Carried (7 to 1)

D.2 Operations Policy and Planning Committee

- a. Minutes from the January 20, 2020 meeting

The draft minutes from the January 20, 2020 Operations Policy and Planning Committee meeting were received for information.

- b. Recommended motions from the January 20, 2020 meeting.

Trustee Leonard referred to the meeting minutes and presented the following recommended motions.

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the January 20, 2020 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

- a. BCSTA Motion - Increased Funds for Carbon Neutral Capital Program

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That the BCSTA urge the Ministry of Environment to increase funds available through the Carbon Neutral Capital Program (CNCP) to the Ministry of Education to enable School Districts to increase investment in less carbon intensive infrastructure."

Motion Carried Unanimously

- b. BCSTA Motion - Alternative Energy Solutions

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That BCSTA compel the Ministry of Environment and the Ministry of Education to collaborate to develop and implement a procurement framework/structure for all School Districts to acquire less carbon intensive technologies (i.e. solar panels) and alternative energy solutions."

Motion Carried Unanimously

c. BCSTA Motion - Early Childhood Learning

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That BCSTA urge the government to bring Early Childhood Learning and the appropriate full funding under the responsibility of the Ministry of Education."

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1 Superintendent's Report

a. Monthly Report

Superintendent Green presented the report, highlighting various meetings and answered questions from Trustees.

Moved by Trustee Painter

Seconded by Trustee Hentze

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

Motion Carried Unanimously

b. Trustee Questions

Superintendent Green and Deputy Superintendent Whitten responded to questions from Trustees with regards to the coronavirus and the inclusion workshop forum survey.

E.2 Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Morris presented the report and provided a verbal update relative to two additional items. The Ministry of Education has advised that they will be conducting audits on four District schools at the end of March, and provided the list of schools. Further, the online engagement process survey has been posted on the District website. Discussion ensued amongst the

Trustees with questions of clarification being asked of Secretary-Treasurer Morris.

Moved by Trustee Painter
Seconded by Trustee Duncan

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

Motion Carried Unanimously

- b. Statutory (Right of Way) for Hydro and Telus - Bylaw No. 20-01

Secretary-Treasurer Morris explained the need for the Bylaw at the Tolmie Building property. Trustees asked questions of clarification.

Moved by Trustee Painter
Seconded by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) approve the granting of a Statutory Right-of-Way to British Columbia Hydro and Power Authority and Telus Communications Inc., for the purpose of installing services for the new Trades Training Centre located on the Tolmie Board Office property legally described as Lot 3, Section 7, Victoria District, Plan 355, PID 009-142-291.

Motion Carried Unanimously

Moved by Trustee Painter
Seconded by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of Disposal (Right-of-Way) of Real Property Bylaw No. 20-01 at the January 27, 2020 Board meeting.

Motion Carried Unanimously

Moved by Trustee Painter
Seconded by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) Disposal (Right-of-Way) of Real Property Bylaw No. 20-01, being a bylaw to grant a Statutory Right-of-Way to British Columbia Hydro and Power Authority and Telus Communications Inc., on the property legally described as Lot 3, Section 7, Victoria District, Plan 355, PID 009-142-291 for the purpose of installing services for the new Trades Training Centre, be:

Read a first time the 27th day of January, 2020;

Read a second time the 27th day of January, 2020;

Read a third time, passed and adopted the 27th day of January, 2020;

And that the Chairperson and the Secretary-Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

Motion Carried Unanimously

c. George Jay Elementary - Renaming

Secretary-Treasurer Morris provided context to the options and next steps in the re-naming of George Jay Elementary School.

Discussion ensued amongst the Trustees with a recommended motion being moved.

Moved by Trustee McNally

Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) advance the name change of George Jay Elementary School, and strike a committee to that effect as per Regulation 1421 - *Naming School Sites*.

For (5): Trustee Watters, Trustee Duncan, Trustee Hentze, Trustee McNally, and Trustee Painter

Against (3): Trustee Whiteaker, Trustee Leonard, and Trustee Paynter

Motion Carried (5 to 3)

F. QUESTION PERIOD

None

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1 New Business

- a. BCSTA Motion - Funding re Middle Years Development Instrument (MDI) - Trustee Whiteaker

Trustee Whiteaker presented her motion and provided a rationale.

Moved by Trustee Whiteaker

Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) submit the following resolution to BCSTA for the 2020 Annual General Meeting:

"That the BCSTA urge the Ministry of Education to fully fund the Middle Years Development Instrument (MDI) in the same manner as the Early Years Development Instrument (EDI)."

Motion Carried Unanimously

- b. Organizational Chart - Trustee McNally

Trustee McNally presented her motion and provided a rationale.

Chair Watters excused herself at 9:10 p.m. and Vice-Chair Whiteaker assumed the Chair.

Chair Watters returned at 9:12 p.m. and resumed as Chair.

Moved by Trustee McNally

Seconded by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with provision of one comprehensive District organization / reporting lines chart that includes personnel in all departments, to (but not including) the clerical support level, to be provided to the Board and posted in the

"About Us" sub-menu under the "Our District" menu before February 24, 2020.

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

Amendment:

Moved by Trustee Paynter

Seconded by Trustee Whiteaker

That the motion "That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with provision of one comprehensive District organization / reporting lines chart that includes personnel in all departments, to (but not including) the clerical support level, to be provided to the Board and posted in the "About Us" sub-menu under the "Our District" menu before February 24, 2020" be amended as follows "That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with ensuring that all District departments create and maintain organizational/reporting charts or structured and comprehensive contact lists, post these items to the District website in a consistent manner and include contact information for key department contacts."

For (6): Trustee Watters, Trustee Whiteaker, Trustee Hentze, Trustee Leonard, Trustee Painter, and Trustee Paynter

Against (2): Trustee Duncan, and Trustee McNally

Motion Carried (6 to 2)

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

That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with ensuring that all District departments create and maintain organizational/reporting charts or structured and comprehensive contact lists, post these items to the District website in a consistent manner and include contact information for key department contacts.

For (7): Trustee Watters, Trustee Whiteaker, Trustee Duncan, Trustee Hentze, Trustee Leonard, Trustee Painter, and Trustee Paynter

Abstain (1): Trustee McNally

Motion Carried (7 to 0)

H.2 Notice of Motions

None

I. ADJOURNMENT

The meeting adjourned at 9:26 p.m.

Moved by Trustee Painter

Seconded by Trustee Whiteaker

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*

TO: Board of Education
FROM: Angie Hentze
RE: February Trustee Report

Please accept my report, for my activities since November 25th 2019.

Family of Schools:

- Cedar Hill Middle School Music Night
- Lakehill Christmas Concert
- Braefoot/Richmond walkthrough

Committee Meetings

- Victoria Family Court and Youth Justice Committee
- Facilities Planning Meeting

School Board Meetings

- December OPPS meeting
- December Board meeting
- January OPPS meeting
- January Board meeting
- February Ed. Policy meeting

Other meetings/events

- BCSTA trustee academy
- Student Budget symposium

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.

Student Budget symposium

It was my great pleasure to attend the full day student budget symposium a few weeks ago. The Secretary-Treasurer, Kim Morris, put together an excellent day's activities, including an ice breaker, table talk, larger group conversations facilitated by staff, sticky-notes for answers to specific questions and for general comments, a really engaging budget exercise, and a comprehensive wrap-up.

I was very impressed with the level of engagement and discussion happening among the students, about a variety of topics. Even the ones who arrived feeling nervous were quickly engaged with their peers, and there was a real buzz of positive energy in the room.

Kim's genuine warmth and enthusiasm for the students and their voices, along with her easy-going and approachable manner, ensured that the day was a tremendous success, and every student there agreed. Bringing students together from all the middle and high schools benefitted everybody, and gave the students a chance to see what life is like across the district.

As a board, we should support and facilitate more of these student symposiums, on a variety of topics. I look forward to attending more in the future.

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





Education Policy and Directions Committee Meeting

MINUTES

February 3, 2020, 7:00 p.m.

Trustees Present: Nicole Duncan, Tom Ferris, Ryan Painter, Angie Hentze , Rob Paynter

Trustee Regrets: Diane McNally, Elaine Leonard, Jordan Watters, Ann Whiteaker

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Kim Roberts – Secretary Treasurer, Sheyda Shams, Student Representative, Louise Sheffer, Director of District Team, Harold Caldwell, Director of District Team, Cindy Graf, GVTA Representative, Jodi Whiteman, VCPAC President, Connor McCoy, VPVPA Representative, Andree Porter, Executive Assistant (recorder)

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:20 p.m.

A.1 Acknowledgement of Traditional Territories

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

A.2 Approval of the Agenda

Moved by Trustee Painter

That the February 3, 2020 Education Policy & Direction Committee agenda be approved.

Motion Carried Unanimously

A.3 Approval of the Minutes

- a. Approval of the January 6, 2020 Education Policy and Directions meeting minutes

Moved by Trustee Painter

That the January 6, 2020 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

A.4 Business arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1 Mentorship Program / Ilda Turcotte (GVTA)

B.2 Mentorship Program / Lena Palermo (GVTA)

C. NEW BUSINESS

C.1 Introduction of Student Representative

Superintendent Shelley Green introduced and welcomed Student Representative, Sheyda Shams of Esquimalt High School, to the Education Policy and Directions Committee meeting.

C.2 Greater Victoria Students Visit to Tokyo Board of Education: Dec 2019 - Jeff Davis, Teacher(s), Student Group

Jeff Davis, Director of the International Student Program and Reid Litster, Senior Manager of Marketing and Student Support Services at Uplands Campus provided the committee with a brief background of the Student Outbound Program. In December 2019 and in partnership with the Tokyo Board of Education, ten Greater Victoria School District students and one chaperone/teacher (Dan Geneau) took part in Tokyo Study Abroad. Two of the students presented their experiences and highlights of the trip for the committee. The students made note of the positive impact the Tokyo trip and Student Outbound Program has made in their everyday lives, specifically boosting confidence in themselves, their ability to connect with other cultures, and to seek out future opportunities that will allow them to

grow further. Questions of clarification were asked and kudos were provided to the group

C.3 Pathways & Partnerships Annual Report - Lindsay Johnson

District Vice-Principal of Pathways and Partnerships, Lindsay Johnson, and District Coordinators, Bonnie Alexander and Kevin Blecic, provided the committee with an overview of the February 2020 Pathways & Partnerships Progress Update, highlighting the 2 main goals for the department along with the related strategies that have been created to help achieve these goals. The group reviewed in-depth, the programs currently being offered by the department, noting how each program relates back to the main goals and strategies. Mrs. Johnson highlighted the TASK – Bike Shelter Project which is a collaboration with the Facilities department, noting that 3 new bike shelters will be built by students alongside CUPE members at Lambrick Secondary. Mrs. Johnson also highlighted the new Discover Technology Program, which is fully funded through a grant from the Ministry of Education and hosted by Camosun College and South Island Partnership. Questions of clarification were asked and kudos were provided.

C.4 2019/2020 Parent Education Funds Update - Deb Whitten

Deputy Superintendent, Deb Whitten, referred the committee to the report provided in their agenda packages with respect to the Parent Education Fund for 2019-2020. Mrs. Whitten made note that \$1400 of the budget is remaining and will be carried over to the 2020-2021 year. Questions of clarification were asked.

C.5 Parent, Staff & Student Survey Update - Deb Whitten

Deputy Superintendent, Deb Whitten, provided a verbal update in regards to the Inclusion Survey which will be aimed towards Parents, Students & Staff. Feedback from the VCPAC Sub Committee has been received and will be reviewed and implemented where possible prior to deploying the survey in early to mid-February 2020.

C.6 District Team Updates - Harold Caldwell & Louise Sheffer

District Team Directors, Harold Caldwell & Louise Sheffer, provided the committee with a verbal update in regards to the District Team's on-going work, highlighting the Traumatic Events Systems Training (TES) that was completed in January 2020, the current vetting of applicants for the Arbutus Program, and the upcoming Enhancing Learning Grant

Celebration taking place in May 2020. Questions of clarification were asked.

- D. NOTICE OF MOTION**
- E. GENERAL ANNOUNCEMENTS**
- F. ADJOURNMENT**

Moved by Trustee Painter

That the meeting adjourn.

The meeting adjourned at 8:58 p.m.

Motion Carried Unanimously

Chair

Secretary-Treasurer



Operations Policy and Planning Committee Meeting

REGULAR MINUTES

February 10, 2020, 7:00 p.m.

Trustees Present: Elaine Leonard, Ann Whiteaker, Jordan Watters

Other Trustees Present: Diane McNally, Nicole Duncan

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Hervinder Parmar, Acting Director of Finance, Budgets and Financial Reporting, Chuck Morris, Director of Facilities Services, Lisa McPhail, Communication and Community Engagement Officer, Marne Jensen, Associate Director of Human Resources, Jane Massey, CUPE 947 Representative, Kristil Hammer, VCPAC Representative, Robin Toszczak, GVTA Representative, Connor McCoy, VPVPA Representative, Jana Relf, VPVPA Representative, Paul Knapik, CUPE 382 Representative, Andree Porter, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

The meeting commenced at 7:00 pm.

1.1 Acknowledgement of Traditional Territories

1.2 Approval of the Agenda

Moved by Trustee Whiteaker

That the February 10, 2020 Operations Policy and Planning Committee meeting agenda be approved with the following amendment:

The addition of Item E.5.c – Funding Model Review

Motion Carried Unanimously

1.3 Approval of the Minutes

- a. Operations Policy and Planning Committee Meeting of January 20, 2020

Moved by Trustee Whiteaker

That the January 20, 2020 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

1.4 Business arising from Minutes

2. PRESENTATIONS TO THE COMMITTEE

2.1 Victoria High School Redesign / Richard Fleming

Mr. Fleming first thanked the District for proactively consulting with stakeholders regarding the Victoria High School Redesign, and also applauded Principal Aaron Parker for his consultative and efficient efforts in this process. Mr. Fleming highlighted his concerns around adequate space for Victoria High School future enrolment growth.

3. SUPERINTENDENT'S REPORT

3.1 Recognition of Student Representative

Superintendent Shelley Green introduced and welcomed Student Representative, Sheyda Shams of Esquimalt High School, to the Education Policy and Directions Committee meeting.

3.2 Communications and Community Engagement Update - Lisa McPhail

Communications and Community Engagement Officer McPhail, provided an in-depth presentation highlighting the District's growth in communications engagement over the last 3 years and showcased how this growth has benefited students, parents and staff. Mrs. McPhail also spoke to the goals of her department and the on-going work that is being done to achieve each goal. Mrs. McPhail thanked each of the Trustees for their on-going dedication to attend public engagements.

4. PERSONNEL ITEMS

5. FINANCE AND LEGAL AFFAIRS

5.1 Policy Sub-Committee Report

Secretary Treasurer Morris provided background information relative to the Policy Sub-Committee and its current review of the Board policy manual. Mrs. Morris presented a list of policies recommended to the Board of Education for abandonment or reclassification as administrative procedures. Questions of clarification were asked.

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 1325.1, 1420.1, 2105, 2120.5, 2221, 3500, 3502, 3545.3 and 4111;

AND FURTHER

That the Board refer Policies 2105, 2221 and 3545.3 to the Superintendent for administration manual consideration.

Carried Unanimously

5.2 Enrolment Projections 2020-2021

Secretary-Treasurer Morris thanked Associate Secretary-Treasurer Stride and Acting Director of Finance, Budgets and Financial Reporting Parmar, for their work in compiling the enrolment projections report. Secretary-Treasurer Morris reported conservative enrolment growth of 20 FTE students in 2020-2021, noting that 2020-2021 will be the first year of the boundary change. Questions of clarification were asked.

5.3 Boundary Review Implementation Update

Secretary-Treasurer Morris provided an update relative to the Boundary Review Implementation. Beginning in 2020-2021, the former Richmond Elementary School building will be re-opened as Lansdowne South campus of Lansdowne Middle School, to house Grade 6 students. Lansdowne Main Campus will continue to house Grades 7 and 8 students. Beginning in 2020-2021 the Sundance Bank site will house its first Kindergarten cohort in portables. Principals and staffs were asked for start-up needs for the two sites. The requests are currently being reviewed for consideration and will determine the total costs that will be

incurred. The Committee was notified that the costs will begin to appear in the 2020-2021 budget consideration for the Board of Education. Questions of clarification were asked.

5.4 2019-2020 Amended Annual Budget

Secretary-Treasurer Morris thanked Associate Secretary-Treasurer Stride and Acting Director of Finance, Budgets and Financial Reporting Parmar, for their work to amend the 2019-2020 Annual Budget. Mrs. Morris provided a high level comparison of the preliminary to amended annual budget. Questions of clarification were asked.

- a. Recommendation # 1: Three Readings

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2019-2020 Amended Annual Budget Bylaw at the Regular Board meeting on February 24, 2020.

Carried Unanimously

- b. Recommendation # 2

Recommendation No. 2 was referred to the February 27th 2020 Board of Education meeting

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2019-2020 in the amount of \$262,397,401 be:

Read a first time the 24th day of February, 2020;
Read a second time the 24th day of February, 2020;
Read a third time, passed and adopted the 24th day of February, 2020;

And that the Secretary Treasurer and Board Chair be authorized to sign, seal and execute this Bylaw on behalf of the Board.

5.5 Budget 2020-2021

- a. Online Engagement Update:

Communications and Community Engagement Officer McPhail, provided an update relative to the input collected during a Budget 2020-2021 online engagement. Using a new platform called 'ThoughtExchange', the District engaged more than 1700 participants, which included students, staff, parents and community members. Some of the key themes that emerged amongst stakeholders included: more interactive learning, additional supports for mental health and educational assistants, and more nature-based learning and more excursions. Mrs. McPhail advised that a full report will be coming to the Board of Education.

b. Student Symposium Report:

Secretary-Treasurer Morris provided a summary of the Student Symposium, held on February 5th 2020, to inform the 2020-2021 budget. Mrs. Morris provided a special thank-you to the Principals & Vice-Principals of the Middle and Secondary Schools for sending students, noting that 50 Grades 8 and 11 students attended. Mrs. Morris highlighted select comments left by students, and encouraged the Committee members and Trustees to review all comments provided in the report.

c. Funding Model Review:

Secretary-Treasurer Morris updated on the recent Ministry announcement relative to the Funding Model Review and its impact on the 2020-2021 fiscal year. The implementation has been broken down into two phases. Mrs. Morris noted the most impactful part of the announcement for the community, is that the special education prevalence model, and funding by headcount instead of per course, will not be in effect for the 2020-2021 year.

6. FACILITIES PLANNING

6.1 Monthly Operations Update - Chuck Morris

Director of Facilities Services Morris provided an overview of the Monthly Operations Update for January 2020, including progress on major and minor capital projects, occupational health and safety, and service requests. Mr. Morris, and in turn Chair Leonard, applauded his team for its effectiveness and hard work during the snow days.

6.2 Climate Action Report: Garden Projects - Marcus Lobb (F2SBC), Aaren Topley (PHABC), Janelle Hatch (Island Health)

Associate Superintendent Kitchen, provided background, noting that past presentations focused on individual school based gardens, while this presentation will focus on all school gardens within the district. Marcus Lobb of Farm to School BC, Aaren Topley from the Public Health Association of BC, and Janelle Hatch, Healthy Schools Coordinator for Island Health presented an overview of the District's 24 existing school gardens, and related programs such as Harvest4Knowledge, Victoria High Schools Learning Farm, and Seed the City program at Reynolds Secondary. Their research found that 16 of the 24 existing gardens are currently functional due to sustainability challenges, and introduced the "Components of Sustainable School Garden Integration" chart. Recommendations were provided along with a proposed process called the "Greening Application" which helps create a detailed plan and foundation for sustainable school gardens. Suggested next steps on how to implement the Greening Application were provided. The committee members thanked the group for its presentation and requested that any related research documents be shared with the District for review.

6.3 Victoria High School Potential Amenities Survey - Lisa McPhail

Communications and Community Engagement Officer McPhail, reported the engagement summary report, providing background information on the Victoria High School redesign, the related engagement process, as well as a detailed list of the survey responses. Mrs. McPhail noted that the overall top three requested amenities and enhancements for the school were as follows: improvements to the current theatre, upgrades to the current gymnasium, and a new track and field.

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

8. NEW BUSINESS

8.1 Health & Safety Reporting - Trustee Duncan

Prior to the commencement of discussion, Associate Director of Human Resources Jensen, provided the committee with an overview of the existing Health & Safety reporting practices for the District. Trustee Duncan provided rationale relative to the following recommendations regarding Health & Safety Reporting:

a. Recommendation # 1

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education quarterly, and as required, a report on the operation of the District's student health and safety framework (mechanisms, measures and safety policies and procedures). The report should include, but not be limited to, the following: **a.** recommendations made by the District Occupational Health & Safety Committee pertaining to student health and safety;**b.** aggregate incident tracking data pertaining to student health and safety and a trends analysis;**c.** overview of all District and school based monitoring, planning and mitigations (including compliance controls in place) to prioritize and address student health and safety;**d.** communicate any recommendations for operational and strategic level improvements specifically aimed at student health and safety.

Questions of clarification were asked and a group discussion took place. An amendment to the recommendation was made.

Moved by Trustee Whiteaker

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education a report on the operation of the District's student health and safety framework and communicate any recommendations for operational and strategic level improvements specifically aimed at student health and safety.

Carried

b. Recommendation # 2

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education quarterly, and as required a report on the District's compliance with workplace safety legislation. The report should include but not be limited to the following: **a.** recommendations made by the District Occupational Health & Safety Committee; **b.** workplace incident aggregate tracking data; **c.** overview of all District and school based monitoring, planning and mitigations in place to prioritize and address occupational health and safety in SD61, including compliance controls in place; **d.** communicate any recommendations for operational and strategic level improvements.

Questions of clarification were asked and a group discussion took place. An amendment to the recommendation was made.

Moved by Trustee Whiteaker

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education annually, a report on the District's compliance with workplace safety legislation and communicate any recommendations for operational and strategic level improvements.

Carried

9. NOTICE OF MOTION

10. GENERAL ANNOUNCEMENTS

11. ADJOURNMENT

Moved by Trustee Whiteaker

That the meeting adjourn.

The meeting adjourned at 9:38 p.m.

Motion Carried Unanimously

Chair

Secretary-Treasurer

TO: Board of Education

FROM: Kim Morris, on behalf of the Policy Sub-Committee

RE: Recommended Policies for Abandonment

DATE: February 24, 2020

Background:

The Policy Sub-Committee is reviewing the policy manual for relevance and currency, streamlining of procedures and assurance that the manual reflects policies and regulations of the Board, not administrative procedures. To that end, the Committee is recommending abandon or re-classify the policies below.

Recommended Abandonment or Re-Classification:

Type	Number	Last Adopted	Title	Action
Policy	1325.1	1977	Student Photographs	Abandon
Policy	1420.1	1973	A Survival Plan for Greater Victoria Schools (Civil Defence)	Abandon
Policy	2105	2012	District Leadership Team	Re-Classify in Admin Manual
Policy	2120.5	1975	Executive Assistant	Abandon
Policy	2221	2019	Department Heads - Secondary Schools	Re-Classify in Admin Manual
Policy	3500	1985	Capital Expenditures	Abandon
Policy	3502	1993	Annual Facility Plan and Capital Budget	Abandon
Policy	3545.3	1984	School Owned or Leased Buses	Re-Classify in Admin Manual
Policy	4111	1982	Hiring of Teachers	Abandon

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 1325.1, 1420.1, 2105, 2120.5, 2221, 3500, 3502, 3545.3 and 4111;

AND FURTHER

That the Board refer Policies 2105, 2221 and 3545.3 to the Superintendent for administration manual consideration.

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



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 1325.1

STUDENT PHOTOGRAPHS

The photographing by commercial photographers of students by classes, groups or on an individual basis, along with the sale of these photographs, is permitted in schools where the principal approves.

Purchase of these photographs by students shall be on a voluntary basis.

Greater Victoria School District

Adopted: October 1962

Various revisions

Revised: April 25, 1977

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POLICY 1420.1

A SURVIVAL PLAN FOR GREATER VICTORIA SCHOOLS (CIVIL DEFENCE)

The School Board believes that disaster protection is essential to saving lives and therefore goes on record as cooperating with local Civil Defence Authorities in the development and carrying out of a Disaster Protection Plan for the schools and the community as a whole.

Greater Victoria School District

Adopted: November 20, 1973

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POLICY 2105

DISTRICT LEADERSHIP TEAM

GENERAL

Under the direction of the Superintendent of Schools the District Leadership Team (DLT) is responsible for providing leadership that enables the District to achieve the goals and objectives in the Achievement Contract and the Aboriginal Enhancement Agreement.

Members of the District Leadership Team provide and receive initial feedback on departmental initiatives, review regulations, and discuss current management, leadership and education issues. DLT shall provide advice and information to the Board of Education.

The District Leadership Team membership includes senior leaders, department coordinators/ directors, and principals.

Greater Victoria School District

Adopted: June 1991

Revised: August 1991

Revised: February 2012



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POLICY 2120.5

EXECUTIVE ASSISTANT

Within administrative personnel there may be appointed to a staff position an Executive Assistant to assist the Superintendent of Schools with routine and recurring matters.

Greater Victoria School District

Adopted: December 1966

Revised: July 1975

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POLICY 2221

DEPARTMENT HEADS - SECONDARY SCHOOLS

The Superintendent of Schools, after considering the advice of the principals and ensuring that such advice is based on extensive consultation with individual school staffs, may appoint a teacher of recognized competence in their subject area to the position of Department Head - Secondary Schools, for a period not exceeding one year. The Board shall be informed, annually, of the names and qualifications of teachers so appointed.

All secondary schools shall be allocated nine (9) units. (Each unit being the equivalent to remuneration paid a minor department head in accordance with the existing contractual agreement.) Two units shall be the equivalent paid a major department head in accordance with the existing contractual agreement.

Principals shall propose, through the Zone Assistant Superintendents to the Superintendent of Schools, a department head organization of major and minor department heads the sum of which shall not exceed nine (9) units.

Greater Victoria School District

Approved: January 26, 1981

Revised: May 30, 1983

Revised: March 11, 2019

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POLICY 3500

CAPITAL EXPENDITURES

The Board will annually approve a Capital Budget.

The Capital Budget will recognize District priorities which will include equalizing opportunity for students in the Districts.

Greater Victoria School District

Adopted: May 27, 1985

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POLICY 3502

ANNUAL FACILITY PLAN AND CAPITAL BUDGET

That the District shall annually prepare a Facilities Plan and a Capital Budget. The Facilities Plan and Capital Budget shall be prepared in accordance with the District's policies on facilities and shall follow the process agreed through consultation and approved by the Board in November, 1991, which shall become the Regulations to this Policy.

Greater Victoria School District

Approved: February, 1993

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POLICY 3545.3

SCHOOL OWNED OR LEASED BUSES

Subject to Board approval, a school may purchase and/or lease and operate its own school bus or vehicle providing that all School Board and Provincial Government regulations are adhered to. The only costs to be incurred by the Board are those chargeable in accordance with the regulation relating to school journeys.

Greater Victoria School District

Adopted: June 25, 1984

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POLICY 4111

HIRING OF TEACHERS

The Board of School Trustees recognizes that to provide the highest level of service to all students of the Greater Victoria School District, all efforts shall be undertaken to secure the best professionally qualified personnel for teaching positions in the District. As part of this effort, the District shall, wherever and whenever possible, place on continuing contract or reappoint on temporary contract, those teachers employed on temporary contracts who have demonstrated a wide range of teaching skills.

The Board also believes that since the school principal is primarily responsible for the evaluation of school programs and the school staff is primarily responsible for the delivery of school programs, the principal, in consultation with the staff, should play a significant role in the selection of teachers for vacant positions in the school.

Greater Victoria School District

Adopted: June 28, 1982

Amended Annual Budget

School District No. 61 (Greater Victoria)

June 30, 2020

School District No. 61 (Greater Victoria)

June 30, 2020

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$262,397,401 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 24th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 24th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF FEBRUARY, 2020;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the 24th DAY OF FEBRUARY, 2020.

Secretary Treasurer

School District No. 61 (Greater Victoria)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	19,676,000	19,591,000
Adult	40,000	35,000
Other	47,125	38,000
Total Ministry Operating Grant Funded FTE's	19,763,125	19,664,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education	215,102,542	206,961,956
Other	49,795	
Tuition	14,787,615	14,398,648
Other Revenue	8,658,754	8,494,336
Rentals and Leases	1,821,508	1,829,940
Investment Income	1,204,400	1,187,000
Amortization of Deferred Capital Revenue	7,432,739	7,432,739
Total Revenue	249,057,353	240,304,619
Expenses		
Instruction	213,874,357	203,419,598
District Administration	6,001,576	5,792,715
Operations and Maintenance	39,590,944	38,072,923
Transportation and Housing	1,165,524	1,033,579
Total Expense	260,632,401	248,318,815
Net Revenue (Expense)	(11,575,048)	(8,014,196)
Budgeted Allocation (Retirement) of Surplus (Deficit)	8,949,889	5,449,037
Budgeted Surplus (Deficit), for the year	(2,625,159)	(2,565,159)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(2,625,159)	(2,565,159)
Budgeted Surplus (Deficit), for the year	(2,625,159)	(2,565,159)

School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	212,324,901	206,782,854
Operating - Tangible Capital Assets Purchased	660,000	800,000
Special Purpose Funds - Total Expense	33,690,332	27,818,793
Special Purpose Funds - Tangible Capital Assets Purchased	105,000	
Capital Fund - Total Expense	14,617,168	13,717,168
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,000,000	1,635,700
Total Budget Bylaw Amount	262,397,401	250,754,515

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 61 (Greater Victoria)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(11,575,048)	(8,014,196)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(765,000)	(800,000)
From Local Capital	(1,000,000)	(1,635,700)
From Deferred Capital Revenue	(13,205,000)	(10,436,102)
Total Acquisition of Tangible Capital Assets	(14,970,000)	(12,871,802)
Amortization of Tangible Capital Assets	11,517,168	11,517,168
Total Effect of change in Tangible Capital Assets	(3,452,832)	(1,354,634)
Acquisitions of Prepaid Expenses		(5,000)
	-	(5,000)
(Increase) Decrease in Net Financial Assets (Debt)	(15,027,880)	(9,373,830)

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	14,827,885		49,475,730	64,303,615
Changes for the year				
Net Revenue (Expense) for the year	(7,650,619)	105,000	(4,029,429)	(11,575,048)
Interfund Transfers				
Tangible Capital Assets Purchased	(660,000)	(105,000)	765,000	-
Local Capital	(639,270)		639,270	-
Net Changes for the year	(8,949,889)	-	(2,625,159)	(11,575,048)
Budgeted Accumulated Surplus (Deficit), end of year	5,877,996	-	46,850,571	52,728,567

School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	184,861,060	183,560,993
Other	49,795	
Tuition	14,787,615	14,398,648
Other Revenue	2,124,304	1,953,506
Rentals and Leases	1,821,508	1,829,940
Investment Income	1,030,000	1,030,000
Total Revenue	204,674,282	202,773,087
Expenses		
Instruction	180,994,304	176,411,084
District Administration	6,001,576	5,792,715
Operations and Maintenance	24,163,497	23,545,476
Transportation and Housing	1,165,524	1,033,579
Total Expense	212,324,901	206,782,854
Net Revenue (Expense)	(7,650,619)	(4,009,767)
Budgeted Prior Year Surplus Appropriation	8,949,889	5,449,037
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(660,000)	(800,000)
Local Capital	(639,270)	(639,270)
Total Net Transfers	(1,299,270)	(1,439,270)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 61 (Greater Victoria)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	180,965,461	179,931,428
ISC/LEA Recovery	(1,030,941)	(1,106,631)
Other Ministry of Education Grants		
Pay Equity	2,896,617	2,896,617
Funding for Graduated Adults	133,022	58,458
Transportation Supplement	20,027	20,027
Carbon Tax Grant	110,000	110,000
Employer Health Tax Grant	1,633,354	1,633,354
Support Staff Benefits Grant	115,780	
FSA Scorer Training	17,740	17,740
Total Provincial Grants - Ministry of Education	184,861,060	183,560,993
Provincial Grants - Other	49,795	
Tuition		
Summer School Fees	28,581	49,512
Continuing Education	22,500	22,500
International and Out of Province Students	14,727,559	14,317,836
Distributed Learning	8,975	8,800
Total Tuition	14,787,615	14,398,648
Other Revenues		
Funding from First Nations	1,030,941	1,106,631
Miscellaneous		
Odyssey French Language Assistant Funding	21,275	21,275
Aboriginal Nations Education Curriculum Project	27,596	10,000
Cafeteria Revenue	118,000	145,000
International Student Program Revenues	716,205	653,000
ArtsStarts Grant	17,600	17,600
Miscellaneous Revenue	192,687	
Total Other Revenue	2,124,304	1,953,506
Rentals and Leases	1,821,508	1,829,940
Investment Income	1,030,000	1,030,000
Total Operating Revenue	204,674,282	202,773,087

School District No. 61 (Greater Victoria)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Salaries		
Teachers	91,382,828	90,827,114
Principals and Vice Principals	13,831,746	13,518,126
Educational Assistants	18,976,041	18,929,842
Support Staff	18,337,796	18,271,847
Other Professionals	4,463,216	4,461,121
Substitutes	8,163,054	7,795,996
Total Salaries	155,154,681	153,804,046
Employee Benefits	35,307,502	35,010,087
Total Salaries and Benefits	190,462,183	188,814,133
Services and Supplies		
Services	6,757,323	5,305,297
Student Transportation	1,112,389	1,038,960
Professional Development and Travel	1,055,785	762,477
Rentals and Leases	115,235	115,235
Dues and Fees	102,877	94,980
Insurance	359,998	372,000
Supplies	7,920,859	5,803,860
Utilities	4,438,252	4,475,912
Total Services and Supplies	21,862,718	17,968,721
Total Operating Expense	212,324,901	206,782,854

School District No. 61 (Greater Victoria)

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

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	67,621,762	4,693,250	2,030,058	194,131	265,656	5,764,928	80,569,785
1.03 Career Programs	762,408	124,182	345,941			41,445	1,273,976
1.07 Library Services	1,995,713			410,291		76,981	2,482,985
1.08 Counselling	2,867,775					102,962	2,970,737
1.10 Special Education	9,481,131	496,049	15,769,425	235,308		1,188,672	27,170,585
1.30 English Language Learning	2,215,023	146,977		11,645		82,689	2,456,334
1.31 Indigenous Education	591,029	192,231	683,480	49,522	125,026	60,700	1,701,988
1.41 School Administration		7,877,364		3,911,750		60,227	11,849,341
1.60 Summer School	116,404	21,862		1,907			140,173
1.61 Continuing Education	252,930	27,110		58,852		9,143	348,035
1.62 International and Out of Province Students	5,440,595		110,933	851,473	687,932	285,711	7,376,644
1.64 Other				10,838			10,838
Total Function 1	91,344,770	13,579,025	18,939,837	5,735,717	1,078,614	7,673,458	138,351,421
4 District Administration							
4.11 Educational Administration		156,761		351,740	750,596	13,898	1,272,995
4.40 School District Governance					298,525		298,525
4.41 Business Administration		95,960		1,177,086	1,266,239	28,173	2,567,458
Total Function 4	-	252,721	-	1,528,826	2,315,360	42,071	4,138,978
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	38,058		36,204	291,014	844,579	4,870	1,214,725
5.50 Maintenance Operations				9,762,085	130,992	369,335	10,262,412
5.52 Maintenance of Grounds				995,590		73,320	1,068,910
5.56 Utilities							-
Total Function 5	38,058	-	36,204	11,048,689	975,571	447,525	12,546,047
7 Transportation and Housing							
7.41 Transportation and Housing Administration				24,564	93,671		118,235
7.70 Student Transportation							-
Total Function 7	-	-	-	24,564	93,671	-	118,235
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	91,382,828	13,831,746	18,976,041	18,337,796	4,463,216	8,163,054	155,154,681

School District No. 61 (Greater Victoria)

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

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	80,569,785	18,340,317	98,910,102	4,926,318	103,836,420	103,253,266
1.03 Career Programs	1,273,976	290,846	1,564,822	790,668	2,355,490	1,934,678
1.07 Library Services	2,482,985	574,268	3,057,253	196,691	3,253,944	3,084,774
1.08 Counselling	2,970,737	686,931	3,657,668	8,486	3,666,154	3,694,864
1.10 Special Education	27,170,585	6,468,472	33,639,057	1,166,557	34,805,614	33,474,185
1.30 English Language Learning	2,456,334	563,123	3,019,457	159,599	3,179,056	2,815,085
1.31 Indigenous Education	1,701,988	344,186	2,046,174	670,199	2,716,373	2,590,445
1.41 School Administration	11,849,341	2,571,649	14,420,990	234,785	14,655,775	13,944,440
1.60 Summer School	140,173	31,919	172,092	12,498	184,590	173,782
1.61 Continuing Education	348,035	79,763	427,798	21,755	449,553	371,404
1.62 International and Out of Province Students	7,376,644	1,677,050	9,053,694	2,823,681	11,877,375	11,060,787
1.64 Other	10,838	2,536	13,374	586	13,960	13,374
Total Function 1	138,351,421	31,631,060	169,982,481	11,011,823	180,994,304	176,411,084
4 District Administration						
4.11 Educational Administration	1,272,995	260,891	1,533,886	337,080	1,870,966	1,825,461
4.40 School District Governance	298,525	20,317	318,842	181,138	499,980	485,995
4.41 Business Administration	2,567,458	557,791	3,125,249	505,381	3,630,630	3,481,259
Total Function 4	4,138,978	838,999	4,977,977	1,023,599	6,001,576	5,792,715
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,214,725	312,718	1,527,443	519,613	2,047,056	2,091,271
5.50 Maintenance Operations	10,262,412	2,286,801	12,549,213	3,575,447	16,124,660	15,379,167
5.52 Maintenance of Grounds	1,068,910	232,176	1,301,086	249,843	1,550,929	1,596,526
5.56 Utilities	-	-	-	4,440,852	4,440,852	4,478,512
Total Function 5	12,546,047	2,831,695	15,377,742	8,785,755	24,163,497	23,545,476
7 Transportation and Housing						
7.41 Transportation and Housing Administration	118,235	5,748	123,983	3,307	127,290	33,619
7.70 Student Transportation	-	-	-	1,038,234	1,038,234	999,960
Total Function 7	118,235	5,748	123,983	1,041,541	1,165,524	1,033,579
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	155,154,681	35,307,502	190,462,183	21,862,718	212,324,901	206,782,854

School District No. 61 (Greater Victoria)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	27,141,482	21,200,963
Other Revenue	6,534,450	6,540,830
Investment Income	119,400	77,000
Total Revenue	33,795,332	27,818,793
Expenses		
Instruction	32,880,053	27,008,514
Operations and Maintenance	810,279	810,279
Total Expense	33,690,332	27,818,793
Net Revenue (Expense)	105,000	-
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(105,000)	-
Total Net Transfers	(105,000)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			633,114		3,296,515	20,646	10,357		266,506
Add: Restricted Grants									
Provincial Grants - Ministry of Education	810,279	675,200		117,361		198,766	66,150	398,099	3,900,892
Other			4,000		6,450,000				
Investment Income			46,564		60,000				
	810,279	675,200	50,564	117,361	6,510,000	198,766	66,150	398,099	3,900,892
Less: Allocated to Revenue	810,279	675,200	30,000	117,361	6,588,650	204,275	66,150	398,099	3,903,061
Recovered									
Deferred Revenue, end of year	-	-	653,678	-	3,217,865	15,137	10,357	-	264,337
Revenues									
Provincial Grants - Ministry of Education	810,279	675,200		117,361		204,275	66,150	398,099	3,903,061
Other Revenue			5,800		6,528,650				
Investment Income			24,200		60,000				
	810,279	675,200	30,000	117,361	6,588,650	204,275	66,150	398,099	3,903,061
Expenses									
Salaries									
Teachers									232,167
Principals and Vice Principals				2,417				53,278	203,330
Educational Assistants		547,591		91,318		143,657			609,636
Support Staff							6,296		103,067
Other Professionals									44,597
Substitutes		21,699			75,000			40,000	34,831
	-	569,290	-	93,735	75,000	143,657	-	99,574	1,227,628
Employee Benefits		105,910		17,831	13,650	33,618		19,355	275,433
Services and Supplies	810,279		30,000	5,795	6,395,000	27,000	66,150	279,170	2,400,000
	810,279	675,200	30,000	117,361	6,483,650	204,275	66,150	398,099	3,903,061
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	105,000	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased					(105,000)				
	-	-	-	-	(105,000)	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Ledger School	Provincial Inclusion Outreach	Estate Trust	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		461,224	349,931			3,478	-	53,726	5,095,497
Add: Restricted Grants									
Provincial Grants - Ministry of Education	788,019	17,046,877	1,661,016	24,500	40,125	272,927	780,184		26,780,395
Other									6,454,000
Investment Income								35,200	141,764
	788,019	17,046,877	1,661,016	24,500	40,125	272,927	780,184	35,200	33,376,159
Less: Allocated to Revenue	788,019	17,046,877	2,010,947	24,500	40,125	276,405	780,184	35,200	33,795,332
Recovered		461,224							461,224
Deferred Revenue, end of year	-	-	-	-	-	-	-	53,726	4,215,100
Revenues									
Provincial Grants - Ministry of Education	788,019	17,046,877	2,010,947	24,500	40,125	276,405	780,184		27,141,482
Other Revenue									6,534,450
Investment Income								35,200	119,400
	788,019	17,046,877	2,010,947	24,500	40,125	276,405	780,184	35,200	33,795,332
Expenses									
Salaries									
Teachers		12,355,354	553,792			137,789	196,787		13,475,889
Principals and Vice Principals						5,620	11,302		275,947
Educational Assistants						55,114			1,447,316
Support Staff	148,382						29,305		287,050
Other Professionals							164,372		208,969
Substitutes	476,074	1,533,610	1,123,623			6,660	5,868		3,317,365
	624,456	13,888,964	1,677,415	-	-	205,183	407,634	-	19,012,536
Employee Benefits	120,277	3,157,913	333,532			47,234	87,257		4,212,010
Services and Supplies	43,286			24,500	40,125	23,988	285,293	35,200	10,465,786
	788,019	17,046,877	2,010,947	24,500	40,125	276,405	780,184	35,200	33,690,332
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	105,000
Interfund Transfers									
Tangible Capital Assets Purchased									(105,000)
	-	-	-	-	-	-	-	-	(105,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2020

	2020 Amended Annual Budget			2020 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	3,100,000		3,100,000	2,200,000
Investment Income		55,000	55,000	80,000
Amortization of Deferred Capital Revenue	7,432,739		7,432,739	7,432,739
Total Revenue	10,532,739	55,000	10,587,739	9,712,739
Expenses				
Operations and Maintenance	3,100,000		3,100,000	2,200,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,517,168		11,517,168	11,517,168
Total Expense	14,617,168	-	14,617,168	13,717,168
Net Revenue (Expense)	(4,084,429)	55,000	(4,029,429)	(4,004,429)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	765,000		765,000	800,000
Local Capital		639,270	639,270	639,270
Total Net Transfers	765,000	639,270	1,404,270	1,439,270
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,000,000	(1,000,000)	-	
Total Other Adjustments to Fund Balances	1,000,000	(1,000,000)	-	
Budgeted Surplus (Deficit), for the year	(2,319,429)	(305,730)	(2,625,159)	(2,565,159)

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

Kim Morris – Secretary-Treasurer

TO: Board of Education
FROM: Kim Morris, Secretary-Treasurer
DATE: February 24, 2020
RE: **Audit Committee Report – February 10, 2020 Meeting**

Background:

The Audit Committee held a meeting on February 10, 2020. New business included discussion on Audit Committee governance, presentation of the December 2019 Quarterly Financial Report, explanation of 2019-2020 enrolment variances, and the provision of 2020-2021 enrolment projections.

There is one recommendation to the Board from the Audit Committee.

Recommendation:

December 2019 Quarterly Financial Report

Associate Secretary-Treasurer Stride provided highlights of the quarterly financial report for the period ending December 31, 2019 and advised that the year-to-date results are comparable to the prior year and in line with expectations for the second quarter. Committee members asked questions of clarification.

Trustee Leonard recommended that the Board accept the December 2019 Quarterly Financial Report through the Audit Committee Report.

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

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 Secretary-Treasurer

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

Kim Morris – Secretary-Treasurer

TO: Audit Committee

FROM: Kim Morris, Secretary-Treasurer

DATE: February 10, 2020

RE: **December 31, 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 December 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 40.9%, which is the same percentage as 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 22.07%. The budget and actual revenue in the current year are higher as a result of the Employer Health Tax grant.

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 and funding from the Ministry of Tourism, Arts and Culture for the After School Sports and Arts Initiative (ASSAI). This revenue varies each 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.

Offshore Tuition Fees as a percentage of the related budget are 90.34% compared to 92.34% in the prior year. Offshore Tuition Fees are fees received for the International Student Program (ISP).

Local Education Agreement (LEA) Tuition is revenue received from the Federal Government to support the LEA with the Songhees Nation. This revenue is based on actual enrolment and the equivalent amount is deducted from the Ministry of Education Operating Grant.

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 89.16%. The Continuing Education Fees are up 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 56.92%. The budget for Rentals and Leases revenue was decreased from the prior year as a result of losing lease revenue at Richmond Elementary while it is occupied by Braefoot Elementary students during seismic upgrades in 2019-2020.

Investment Income as a percentage of the related budget is 56.85% and reflects an increase in interest rates from 2.70% in July 2018 to 2.95% in December 2019. The principal investment balance at December 31, 2019 is \$4 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 43.42% of the related budget and is comparable to 43.95% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 39.26% of the combined related budgets. As the school year starts in September, it is expected that 4/10th (40%) 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 46.85% of the combined related budgets. These positions are paid over 12 months; therefore, it is expected that salaries to date would approximate 50% of the Operating Budget.

Employee Benefits are at 39.49% of the related budget compared to 38.24% in the prior year.

Total Salaries and Benefits are 40.76% of the related budget as compared to 40.92% in the prior year. Salaries and benefits as a percentage of the related budgets will continue to rise once increases and retroactive payments incorporated in the budget are processed for all entitled employee groups.

Services are at 74.17% 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 46.08% compared to 39.69% in the prior year. The increase in the current year is due to the timing of the December payment for Special Needs bus services in the prior year (December expense posted in January).

Professional Development and Travel is at 77.99% of the related budget compared to 96.84% in the prior year. Actual expenses in the current year are \$48K lower than the prior year as a result of normal variation in timing of travel and events from year to year.

Rentals and Leases expenditures are at 50.01% 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 97.86% of the related budget. Dues and fees are slightly lower in the current year due to fluctuation in the timing of membership fee payment.

Insurance is at 100.57% of the related budget as compared to 21.33% in the prior year. The variance is due to the premium for the School Protection Program (SPP) being paid in December in the current year and January in the prior year.

Supplies are 44.12% of the related budget as compared to 49.80% in the prior year. If the Supplies budget in the prior year was adjusted down by the same annual budget for Rentals and Leases expenditures as the current year, the Supplies expense in the prior year would be adjusted to 50.86% of the related budget. Current year expenditures on furniture, equipment and school computer technology are lower than prior year expenditures.

Utilities are at 29.06% of the related budget and are comparable to the prior year at 31.17%.

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, computer technology for secondary schools, and a backhoe loader for Facilities for which there are no comparable expenditures in the current year.

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 50.09% of the related budget as compared to 56.56% in the prior year.

Total Operating Expenditures are 41.63% of the related budget as compared to 42.38% 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
DECEMBER 31, 2019
ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET

	2019/2020 Annual Operating Budget	Actual December 31, 2019	Percentage of Operating Budget	2018/2019 Annual Operating Budget	Actual December 31, 2018	Percentage of Operating Budget
REVENUE						
Ministry of Education Operating Grant	178,824,797	73,147,847	40.90%	172,517,370	70,564,931	40.90%
Other Ministry of Education Grants	4,736,196	1,045,080	22.07%	3,006,617	438,735	14.59%
Other Provincial Ministries	-	49,795	0.00%	-	83,447	0.00%
Offshore Tuition Fees	14,970,836	13,524,644	90.34%	14,610,333	13,490,912	92.34%
Local Education Agreement Tuition	1,106,631	542,918	49.06%	1,087,263	524,799	48.27%
Summer School Fees	49,512	30,641	61.89%	56,880	49,512	87.05%
Continuing Education Fees	22,500	20,060	89.16%	16,825	19,617	116.59%
Rentals and Leases	1,829,940	1,041,591	56.92%	1,981,048	1,049,281	52.97%
Investment Income	1,030,000	585,512	56.85%	1,030,000	571,343	55.47%
Miscellaneous Revenue	202,675	412,717	203.63%	56,350	363,042	644.26%
Budgeted Prior Year Operating Surplus Appropriation	5,449,037			3,946,980		
Total Operating Revenue	208,222,124	90,400,806	43.42%	198,309,666	87,155,619	43.95%
EXPENDITURE BY OBJECT						
Teachers Salaries	90,827,114	35,460,435	39.04%	85,786,515	34,225,877	39.90%
Principals and Vice Principals Salaries	13,518,126	6,634,329	49.08%	12,495,805	6,206,782	49.67%
Educational Assistants Salaries	18,929,842	6,638,572	35.07%	17,990,349	6,326,921	35.17%
Support Staff Salaries	18,271,847	8,178,108	44.76%	17,575,875	7,801,210	44.39%
Other Professional Salaries	4,461,121	2,171,836	48.68%	4,264,085	2,112,667	49.55%
Substitutes Salaries	7,795,996	4,047,239	51.91%	7,460,144	3,808,593	51.05%
Employee Benefits	35,010,087	13,826,862	39.49%	34,234,154	13,090,407	38.24%
Total Salaries and Benefits	188,814,133	76,957,381	40.76%	179,806,927	73,572,457	40.92%
Services	5,305,297	3,934,917	74.17%	5,090,007	4,208,063	82.67%
Student Transportation	1,038,960	478,713	46.08%	1,018,933	404,444	39.69%
Professional Development and Travel	762,477	594,681	77.99%	663,417	642,441	96.84%
Rentals and Leases	115,235	57,632	50.01%	-	67,220	0.00%
Dues and Fees	94,980	92,943	97.86%	88,207	94,673	107.33%
Insurance	372,000	374,108	100.57%	365,000	77,860	21.33%
Supplies	5,803,860	2,560,666	44.12%	5,488,886	2,733,255	49.80%
Utilities	4,475,912	1,300,688	29.06%	4,349,019	1,355,435	31.17%
Capital Asset Purchases	800,000	327,410	40.93%	800,000	881,992	110.25%
Local Capital Transfer	639,270	-	0.00%	639,270	-	0.00%
Total Services and Supplies	19,407,991	9,721,758	50.09%	18,502,739	10,465,383	56.56%
Total Operating Expenditure	208,222,124	86,679,139	41.63%	198,309,666	84,037,840	42.38%

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education
FROM: Shelley Green, Superintendent of Schools
RE: Superintendent's Report
DATE: February 24, 2020

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
 - Aboriginal Ad Hoc Committee
 - Advocacy Committee
 - Policy Sub Committee
- Additional Meetings and Events
 - BCSTA Leadership Series
 - Budget – Talking Tables & Student Symposium
 - Esquimalt LEA
 - Generative Dialogue/Coaching
 - Joint Committee (GVTA)
 - Lake Hill Elementary
 - New Principal Leader Cohort
 - Oak Bay High
 - Professional Conversations Meetings
 - Representative Advisory Council of Students
 - Strategic Plan Renewal Meeting with District Leaders
 - Tri-District Superintendents' Meeting
 - VPVPA
 - VPVPA Retreat

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: Greg Kitchen, Associate Superintendent
Date: February 24, 2020
RE: **School Calendar 2020-2021**

After consultation with the following partner groups: ASA, CUPE 947, CUPE 382, GVTA, VCPAC and VPVPA (as well as School Districts No. 62 and No. 63) a draft calendar has been developed for the 2020/2021 School Year.

In accordance with the School Act, Boards must make their proposed calendar public for one month and submit their calendars to the Ministry by March 31, 2020. The Board must provide an opportunity to parents and representatives of employees to provide comments to the Board with respect to the proposed school calendar.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2020/2021 school calendar on the School District's website for a period of one month:

2020/2021 School Calendar*

School Opening	September 8, 2020
First non-instructional day	September 28, 2020
Thanksgiving	October 12, 2020
Second non-instructional day	October 23, 2020 (Province wide)
Remembrance Day	November 11, 2020
Third non-instructional day	November 20, 2020
Schools close for Winter vacation	December 18, 2020
Schools re-open after Winter vacation	January 4, 2021
Fourth non-instructional day	February 12, 2021
Family Day	February 15, 2021
Schools close for Spring vacation	March 12, 2021
Schools re-open after Spring vacation	March 29, 2021
Good Friday	April 2, 2021
Easter Monday	April 5, 2021
Fifth non-instructional day	May 21, 2021
Victoria Day	May 24, 2021
Administrative Day and School Closing	June 25, 2021

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

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: February 24, 2020

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: February 19, 2020

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.

- BCASBO Leadership Planning Meeting
- Policy Sub-Committee Meetings (January 24 and February 7)
- CRD/SD61 Meeting Re: Caledonia Project
- School Visit: International Student Program at Uplands
- School Visit: Torquay Elementary School
- BCASBO Leadership Series
- CUPE 382 Meeting
- School Visit: McKenzie Middle School
- Finance, Operations & Technology Meeting
- School Visit: Gordon Head Middle School
- School Visit: Strawberry Vale Elementary School
- Student Representative Superintendent's Dinner Meeting
- CE/DL Audit Planning Meeting
- Student Symposium
- Administrators' Meeting
- School Visit: Cedar Hill Middle School
- School Visit: Campus View Elementary School
- SD93 (CSF) & MOE Sundance to Braefoot Planning Meeting
- Accounts Payable EFT Implementation Meeting
- School Visit: Hillcrest Elementary School
- City of Victoria Meeting
- Audit Committee Meeting
- ThoughtExchange Training Session
- SJ Burnside / Pacifica / CRD Progress Meeting
- VPVPA Professional Development Retreat
- K-12 Regular Enrolment Compliance Audit Planning Meeting
- Vic High Amenities Meeting
- Webinar: Understanding the Grievance Process
- Various Board & Committee meetings

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.