



The Board of Education of School District No. 61 (Greater Victoria)
Operations Policy and Planning Committee
AGENDA

Monday, November 9, 2020, 7:00 p.m.
Tolmie Boardroom, 556 Boleskine Road

Chairperson: Trustee Leonard

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

Recommended Motion:
That the November 9, 2020 agenda be approved.

A.3. Approval of the Minutes

5

Recommended Motion:
That the October 19, 2020 Operations Policy and Planning Committee meeting minutes be approved.

A.4. Business arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

C. SUPERINTENDENT'S REPORT

C.1. Recognition of Student Representative

- a. Bryn Nyvall, Spectrum Community School

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Policy Sub-Committee Report

- a. Policy Review Summary and Action Plan 11
 - b. Draft Bylaw 9360, General Meeting of the Board - Continuation: Items 9-15 29
 - c. Draft Policy 6161.5, Instruction: School Gardens 36
- Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instruction: School Gardens*; AND FURTHER

Direct the Superintendent to develop an Administrative procedure.
- d. Draft Bylaw 9140, Ad Hoc Committee of the Board 38
 - e. Draft Policy 8251, Trustees' Code of Conduct 41
 - f. Regulation 3323, Purchasing Services 50

E.2. 2020-2021 Budget Change Report: November 2020 57

E.3. Monthly Financial Report - October 2020 58

F. FACILITIES PLANNING

F.1. HVAC System: Update

F.2. BCTEA Transportation Agreement 2020-21 61

F.3. Operations Update: November 2020 62

F.4. Information Technology for Learning Update: Andy Canty

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

H.1. Website Report Menu and Sub-Menu - Trustee McNally

69

Recommended Motion:

That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the “Our District” menu, between “Provincial School Act” and “Trustee Elections”,

AND FURTHER

That the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report.

H.2. Budget Allocation Process - Trustee Paynter

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Recommended Motion:

That the Board of Education of Greater Victoria (School District 61) direct the Superintendent to develop an annual budget process that targets the supports needed for vulnerable students (specifically students requiring special education assessments, those with special education designations and students living in poverty) to fulfill their potential and pursue their aspirations as the primary objective, followed by allocation of remaining resources on a per student basis. FURTHER, that the District:

- Make standard the use of early screening tools to identify learning difficulties and behavioural or developmental challenges;
- Provide additional staff time to support early intervention programming at the K-5 level;
- Actively participate in delivering wrap-around programming and support for students including inclusive childcare, after school programming, and family support programs where appropriate, through engaged cooperation with provincial agencies, municipalities and community associations.

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:
That the meeting adjourn.

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



Operations Policy and Planning Committee Meeting
REGULAR MINUTES

October 19, 2020, 7:00 p.m.
Tolmie Boardroom, 556 Boleskine Road

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker, Ryan Painter

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Marne Jensen, Associate Director, Human Resource Services, Chuck Morris, Director, Facilities Services, Tammy Sherstobitoff, District Principal, Human Resource Services

Stakeholders: Jane Massy, President, CUPE 947, Connor McCoy, President, VPVPA, Mark Morrison, GVTA

1. COMMENCEMENT OF MEETING

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

1.1 Acknowledgement of Traditional Territories

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

1.2 Approval of the Agenda

Moved by Trustee Hentze

That the October 19, 2020 agenda be approved with the following change:

H.1 and H.2 moved to be the new **D.1. and D.2** and renumbered accordingly.

Motion Carried Unanimously

1.3 Approval of the Minutes

Moved by Trustee Hentze

That the September 21, 2020 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

1.4 Business arising from Minutes

Trustee Whiteaker requested a follow up with respect to item 3.1 of the September 21, 2020 minutes. Secretary-Treasurer Morris advised that two meetings have been held with the Victoria West Community Association and that she is awaiting further information prior to being able to provide an update.

2. PRESENTATIONS TO THE COMMITTEE

None

3. SUPERINTENDENT'S REPORT

3.1 Recognition of Student Representative

Superintendent Green introduced and welcomed Student Representative Gillian Clark from Lambrick Park Secondary School.

4. NEW BUSINESS

4.1 STAR Committee Turf Field Proposal Overview

Chair Leonard directed Trustees to Phase One of the Spectrum Turf and Rink (STAR) Committee overview in their agendas, which was presented for information.

4.2 Spectrum Artificial Turf Field Project - Trustee Painter

Trustee Painter presented the motion and provided background information and rationale. Discussion ensued amongst Trustees with questions of clarification being asked.

Moved by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) support in principle for a period of up to two years, the proposed artificial turf field project at Spectrum Community School, at no cost to the Board;
AND FURTHER THAT

Staff be directed to update the Board once funding has been secured by the STAR Committee.

Motion Carried Unanimously

5. PERSONNEL ITEMS

5.1 Human Resources Update

District Principal of Human Resource Services Sherstobitoff provided Trustees with an overview of staffing as of October 1, 2020. Questions of clarification were asked.

5.2 Occupational Health and Safety Annual Report

Associate Director of Human Resource Services Jensen provided Trustees with an overview of the workplace health and safety report and highlighted key areas of the report. Questions of clarification were asked.

Ms. Sherstobitoff and Ms. Jensen exited the meeting at 7:32 p.m.

6. FINANCE AND LEGAL AFFAIRS

6.1 Policy Sub-Committee Report

a. Abandonment of Policies

Chair Leonard advised Trustees that the Policy Sub-Committee is reviewing the policy manual for relevance and currency in order to better streamline District procedures. Questions of clarification were asked.

Trustee Painter exited the meeting at 7:45 p.m.

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 5141.3, 5143, 5210, 6112.1, 6120.2, 6121, 6130.1, 6135.1, 6141.4, and 6142.01; AND FURTHER THAT

The Board refer Policies 5141.3 and 5143 to the Superintendent for administration manual consideration.

For (3): Trustee Leonard, Trustee Hentze, and Trustee Whiteaker

Against (1): Trustee Paynter

Motion Carried (3 to 1)

- b. Draft Bylaw 9360, General Meeting of the Board - Continuation: Items 6-15

Chair Leonard referred to the draft copy of Bylaw 9360 *General Meeting of the Board* and reminded Trustees that items #1-5 were previously discussed at the September 21, 2020 meeting and the committee members would pick up the discussion at item #6. Items 6 through 8 were discussed and by consensus it was agreed to continue the discussion of the remaining items at the November 9, 2020 Operations Policy and Planning Committee meeting.

- c. Draft Policy 6161.5 - Instruction: District Garden

Chair Leonard referred Trustees to the draft District Garden Policy and requested feedback. Discussion ensued amongst the Trustees with suggestions being made, including; amending the name to District School Gardens, community engagement, volunteers and partnerships. The suggestions will be forwarded to the Policy Sub-Committee for further work and the item added to the November 9, 2020 Operations Policy and Planning Committee meeting agenda.

6.2 Dissolution of Committees

Moved by Trustee Whiteaker

Pursuant to Bylaw 9140, that the Board of Education of School District No. 61 (Greater Victoria) dissolve the Public Engagement Ad Hoc Committee and the Student Registration and Transfer Committee.

Motion Carried Unanimously

6.3 Committee Terms of Reference Review

October 19, 2020/Operations Policy and Planning Committee

Secretary-Treasurer Morris referred Trustees to the list of Trustee Committee assignments for information and advised that Committee assignments will be determined in December.

6.4 Mental Health in School Grant

Superintendent Green referred Trustees to a letter received from the Ministry of Education with respect to a grant awarded to the District to support mental health and well-being activities in school communities. Superintendent Green further advised that more information will be forthcoming at the November 2, 2020 Education Policy and Directions Committee meeting, as to how this grant will be allocated.

6.5 2020-2021 Budget Change Report

Secretary-Treasurer Morris referred Trustees to the 2020-2021 Budget Change Report for October. Questions of clarification were asked.

6.6 Monthly Financial Report - September 2020

Secretary-Treasurer Morris referred Trustees to the Monthly Financial Report for September 2020. Questions of clarification were asked.

7. FACILITIES PLANNING

7.1 5-Year Capital Plan

Secretary-Treasurer Morris referred Trustees to the 2021-2022 Five Year Capital Plan which was approved at the June 22, 2020 Board of Education meeting. At that meeting, Trustees requested to see the plan again when there was more time for questions.

7.2 Monthly Operations Update

Director of Facilities Services Morris presented the Monthly Operations Update and highlighted key items within the report for Trustees. Questions of clarification were asked.

7.3 Sundance/Bank Street Update

Secretary-Treasurer Morris reminded Trustees that because of the boundary review process in 2019, Sundance Elementary School will re-open as a District elementary school for the 2021-2022 school year. On the same property is Bank Street school which was previously rented out but is now vacant. Both properties require a significant amount of seismic upgrade in order to safely remain part of the District's asset pool.

Secretary-Treasurer Morris provided Trustees with two potential options
October 19, 2020/Operations Policy and Planning Committee

from staff's perspective, after touring the properties in July 2020. Lastly, another update will be forthcoming once the City of Victoria has determined what its next steps are relative to maintaining Bank School as a heritage building. Questions of clarification were asked.

8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

9. NOTICE OF MOTION

None

10. GENERAL ANNOUNCEMENTS

None

11. ADJOURNMENT

The meeting adjourned at 9:04 p.m.

Moved by Trustee Whiteaker

That the meeting adjourn.

Motion Carried Unanimously

Note: Due to a network power outage, this meeting was not livestreamed, audio or video recorded.

Chair

Secretary-Treasurer

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

TO: Operations Planning and Policy Committee
FROM: Policy Sub-Committee
RE: For Information - Policy Review
DATE: November 9, 2020


The role of the Policy Sub-Committee as set out in Bylaw 91303.3 includes the following:


- a) To consider questions of overall school district policy;
- b) To ensure existing school district policies are updated in accordance with the provisions of the School Act and other provincial legislation;
- c) To make recommendations to the Board on new policies following changes in current practice, enactment of new legislation or introduction of new regulations;


To support the work of the committee, the Secretary Treasurer coordinated review of all School District 61 policies. The result of this review is presented in the attached spreadsheet.


The Policy Sub-Committee's work is flowing, in part, from this document, and as such the Sub-Committee wanted to provide it to Trustees for information.


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	SD61 P								
Policy Number and Name	Policy Sub-Committee Action	Bylaw or Policy appers current retain with only very minor updates to references or terminology	Bylaw or Policy would benefit from minor revisions, primarily wording and terminology	Bylaw or Policy to undergo thorough revision	Embedd bylaw in an existing bylaw or Replace Bylaw with a policy. Revise as necessary	Combine content from one or more polices or olicy and regulations to be integrated	Not needed or current, conflicts or duplicates with current School Act, Regulations, Ministerial Orders. Addressed by Collective Agreement or Ministry Policy. Abandon	Establish as an Administrative Procedure as a Standard and Practice	Publish or Incorporate content as Administrative Procedure as a Role Description
Bylaws									
Bylaw 9005 Trustee Elections and By-Elections									
Bylaw 9010 Bylaws of the Board									
Bylaw 9011 Poll Votes					9360				
Bylaw 9110 Organization – Legal Authority									
Bylaw 9111 Charitable Trust Fund									
Bylaw 9130 Standing Committees					9130.1, 9130.2, 9140, 9360.2				
Bylaw 9130.1 The Education Policy and Directions Committee					9130				
Bylaw 9130.2 The Operations Policy and Planning Committee					9130				
Bylaw 9130.3 Policy Sub-Committee					9210				
Bylaw 9140 Ad Hoc Committee of the Board	In Progress				9130				
Bylaw 9210 The Development of Policy				9130.3					
Bylaw 9220 Administrative Regulations									
Bylaw 9221 Board Administration Relationships					Policy				
Bylaw 9222 Trustee Access to Information									
Bylaw 9250.2 Notices of Motion					9360				
Bylaw 9330.1 Appeal Process									
Bylaw 9330.1(a) Appeal Process (attachment)									
Bylaw 9360 General Meeting of the Board	In Progress			9011, 9250.2, 9360.01, 9360.1, 9368					
Bylaw 9360.01 Question Period During General Meetings of the Board of Education					9360				
Bylaw 9360.1 In-Camera Meetings: General Sessions					9360				
Bylaw 9360.2 Meetings of the Standing Committees					9130				


	SD61 P								
	Policy Sub-Committee	Action							
Policy Number and Name									
Bylaw 9368 Procedure of Board Meetings					9360				
Indemnification Bylaw									
1000									
Policy 1325 Partnership			Child Care						
Policy 1325 Partnership (attachment)						1325			
Policy 1325.2 Fund-Raising						R1325.2			
Policy 1325.4 Publicity for Non-School Events									
Policy 1330 Community Use of Operational				1311.1					
Policy 1332.4 Community Use of School Facilities						1330			
Policy 1332.5 Community Use of School Facilities Lacrosse on School Grounds						1330			
Policy 1421 Naming School Sites						1422, R1421, R1422			
Policy 1422 Recognition of Significant Contributions to the District			1421						
2000									
Policy 2100 Superintendent									
NEW! Policy 2100.1 Superintendent Evaluation									
Policy 2101 Deputy Superintendent of Schools									
Policy 2110 Secretary-Treasurer									
Policy 2115 Associate Superintendent of Schools									
Policy 2120.010 Director of Facilities									
Policy 2120.015 Associate Secretary-Treasurer									
Policy 2120.025 Director of Human Resource Services									
2120.03 District Principal of Learning Initiatives									
Policy 2120.062 Director of Student Support Services									
Policy 2123.041 Manager of Purchasing Services									

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2123.044 Supervisor of Data Processing									
Policy 2127.067 First Nations District Counsellors									
Policy 2211 Selection, Appointment, Assignment, Evaluation, Transfer and Duties of Principals			2211.05 & 2211.15						
Policy 2211.15 Involvement of Parents in the Selection of Administrators						2211			
Policy 2212.2 District Principal Special Education Services									
Policy 2213 Selection, Appointment, Assignment, Evaluation, Transfer and Duties of Vice-Principals									
3000									
Policy 3110 Presentation of New Educational Programs								R3110	
Policy 3170 Board Reserves						R3170			
Policy 3313 School Meal Program									
Policy 3323 Purchasing Services			Provincial Programs						
Policy 3324 The Environment				R3224					
Policy 3328 Payments to Employees for Supplementary Projects							Unless being regularly relied upon		
Policy 3450.1 School (Non-Public) Funds								R3450.1	
Policy 3451 Donations to Schools									
Policy 3501 Annual Operating Budget						R3501			
Policy 3510 Non-Instructional Operations									
Policy 3517.3 Security Video Surveillance at School Sites			Role of PACs						
Policy 3521 Integrated Pest Management								R3521.0	
Policy 3545.1 Transportation									
Policy 3545.2 Field Trips									
Policy 3545.25 Overnight Accommodation									
Policy 3546 Legal Services									

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Policy 3547 Investments									
Policy 3711 Principles Criteria and Public Consultation Process for School Closure									
4000									
Policy 4010 Employee Relations									
NEW! Whistleblower	In Progress								
Policy 4114 Criminal Records Review									
Policy 4115.4 Position (Job) Sharing								4115.1 is in CA	
Policy 4116 Sexual Harassment							E.2 GVTA, 29 CUPE 947, 30 CUPE 382		
Policy 4152.51 Medical Services Association and Group Life Extensions									
Policy 4199 Staff Reports						9360			
Policy 4213 Universal Precautions Procedures								R4213	
Policy 4216.22 Energy, Environment And Climate Change									
Policy 4220.3 Purchasing Services Buyers									
Policy 4300 District Health and Safety Committee						R4300			
Policy 4300.1 Health and Safety									
Policy 4300.2 Site-Based Joint Occupational Health and Safety Committees									
Policy 4301 Non-Professional Personnel Performance Appraisal									
Policy 4303 Discrimination						R4303			
Policy 4304 Bullying and Harassment									
POLICY 4305 Gender Identity and Gender Expression									
5000									
Policy 5117 School Attendance Areas						5118.2			
Policy 5118.1 Charging or Waiving Fees for Tuition of Certain Pupils of School Age Resident and Non-Resident								R5118.1	
Policy 5118.2 Student Enrollment and Transfers									


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Policy 5123 Student Placement Policy									
Policy 5130 Technology Education and Student Safety								R5130	
Policy 5131.0 Personal Safety and Security in the Greater Victoria School District						5131.1			
Policy 5131.1 Discipline									
Policy 5131.2 Threats to Students Employees or Volunteer Sponsors						5131.1			
Policy 5131.3 Prohibition of Weapons in Schools						5131.1			
Policy 5131.4 Substance Abuse									
Policy 5131.5 Smoking						R5131.5			
Policy 5131.6 Student Attendance									
Policy 5131.7 Student Suspensions						5131.1			
POLICY 5132 Student Dress Code									
Policy 5134 Student Input									
Policy 5135 Student Transition									
Policy 5140.1 Child Abuse									
NEW! Policy 5141.1 Provision of Menstrual Products to Students									
Policy 5141.11 Workplace Hazardous Materials								R5141.11	
Policy 5141.20 OralTopical Medication								R5141.20	
Policy 5141.21 Anaphylaxis								R5141.21	
Policy 5141.22 Concussion Awareness								R5141.22	
Policy 5142 Blood-Borne Diseases								R5142	
Policy 5145 Police Questioning of Students in School								R5145	
Policy 5147 Inclusion of Students with Special Needs						5148			
Policy 5148 Alternatives to the Integrated Classroom						5147			
6000									Page 16 of 74


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Policy 6114 Maintenance of Order									
Policy 6120 Learner-Focused Education						R6120			
Policy 6120.1 Programs of Choice						5118.2			
Policy 6135.2 Career and Personal Planning 8-12 Sensitive Curriculum Issues									
Policy 6141.1 Board Authority Authorized Courses									
Policy 6142.02 Fine Arts Program Policy									
Policy 6142.03 Co-Curricular and Extra-Curricular Fine Arts									
Policy 6142.04 First Nations Education									
Policy 6142.05 Education of Students or Learners With Gifted Abilities									
Policy 6145.01 Extra-Curricular Athletics									
Policy 6145.02 Supervision Requirements for Secondary School and Middle School Extra-curricular Athletics									
Policy 6151 Class Size									
Policy 6155 Variety of Schools						5118.2			
Policy 6159 Hardship						6160			
Policy 6160 Student Fees and Deposits						6159			
Policy 6161.1 Learning Resources for Classroom Use									
Policy 6161.2 Canadian Content									
Policy 6161.4 Rental of District-owned Musical Instruments						6160			
NEW! Policy 6161.5 Instruction: School Gardens	In Progress								
Policy 6162.5 Research									
Policy 6162.8 District Assessment of Programs and Students									
Policy 6162.9 Prior Learning Assessment Challenge and Equivalence									
Policy 6163.1 Learning Resources									
6163.7 Classroom Pets									


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Policy 6164.03 Physical Restraint									
Policy 6164.1 Health Services									
Policy 6164.3 Consumption of Nutritious Foods						R6164.3			
Policy 6164.8 Learning Assistance Program									
Policy 6165.3 Construction Programs for Students									
Policy 6174 Summer School									
7000									
Policy 7110 Disposal of Real Property						R7110			
Policy 7110.1 Leasing of Closed Schools									
Policy 7122 Community Involvement in the Process of Building and Site Development									
8000									
Policy 8200 Trustee Election Protocol						R8200			
Policy 8210 Orienting New Board Members									
Policy 8230 Trustees' Remuneration and Expenses						8230			
Policy 8240 Expense Reimbursement Guideline for Expenses Incurred While Travelling on or Attending to Board Business or Staff Development Activities									
Policy 8251 Trustees' Code of Ethics	In Progress								
Regulations									
Regulation 110 Equity						P110			
Regulation 1155 Complaint Process for a Resolution of Concerns									
Regulation 1160 Public Information						P1160			
Regulation 1160.2 Personal Information Received in Confidence									
Regulation 1161.1 Fees for Access to Information									
Regulation 1162 Education Heritage									


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Regulation 1163 Consultation						P1163			
Regulation 1240 Volunteers in the Schools									
Regulation 1241 Volunteer Drivers									
Regulation 1300 GVSD Web Page Publishing Regulations									
Regulation 1300.1 GVSD Software Licensing Regulation									
Regulation 1300.2 Employee Acceptable Use of Digital Technology									
Regulation 1300.3 Student Acceptable Use of Digital Technology									
Regulation 1311.1 Polling at Schools									
Regulation 1322.1 Student Participation in Public Contests and Events									
Regulation 1324.3 School Facilities – Games of Chance									
Regulation 1325 Partnership									
Regulation 1325.1 Student Photographs									
Regulation 1325.2 Fund-Raising									
Regulation 1325.4 Publicity for Non-School Events						P1325.2			
Regulation 1330 Community Use of Schools and Grounds									
Regulation 1330.04 Gymnastic Equipment									
Regulation 1332.41 Playing Fields – Vehicles									
Regulation 1421 Naming School Sites						P1422			
Regulation 1422 Recognition of Significant Contributions to the District						P1422			
Regulation 2100 Superintendent						P2100			
Regulation 2101 Deputy Superintendent of Schools									P2101
Regulation 2110 Secretary-Treasurer									P2110
Regulation 2115 Associate Superintendent									P2115
Regulation 2120.010 Director of Facilities Services									P2120.010


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Regulation 2120.015 Associate Secretary-Treasurer									P2120.015
Regulation 2120.025 Director of Human Resource Services									P2120.025
Regulation 2120.062 Director of Student Support Services									P2120.062
Regulation 2120.7 District Principal – Educational Staffing									
Regulation 2122.050 Community Relations Coordinator									
Regulation 2123.026 Coordinator School Services (Special Needs)									
Regulation 2123.040 MANAGER BUILDING OPERATIONS									
Regulation 2123.0401 Secretary Treasurer’s Department School Plant Division Assistant Supervisor of Operations									
Regulation 2123.045 Supervisor – Maintenance									
Regulation 2123.046 Supervisor – Construction									
Regulation 2123.050 Supervisor – Building Projects									
Regulation 2123.053 Manager, Budgets and Financial Analysis									
Regulation 2123.056 Manager Accounting and Budgets									
Regulation 2123.057 Manager Payroll and Benefits									
Regulation 2127.050 Facilities Planner									
Regulation 2127.0630 District Counsellors Referral Regulation and Procedure									
Regulation 2127.067 First Nations District Counsellor									P2127.067
Regulation 2202 Administrative Staff (Elementary Schools)									
Regulation 2203 Administrative Staff (Secondary Schools)									
Regulation 2211 Selection, Transfer, Assignment, Evaluation and Professional Learning of Principals									
Regulation 2211.15 Involvement of Parents in the Selection of Administrators									
Regulation 2212.2 District Principal Special Education Services									P2212.2
Regulation 2213 Selection, Transfer, Assignment, Evaluation and Professional Learning of Vice-Principals									
Regulation 2220.5 Community School Coordinator									


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Regulation 2221 Department Heads – Secondary Schools									
Regulation 3110 Presentation of New Educational Programs								P3110	
Regulation 3170 Board Reserves						P3110			
Regulation 3313.0 School Meal Program									
Regulation 3323 Purchasing Services									
Regulation 3324 The Environment									
Regulation 3326.01 Paying for Goods and Services									
Regulation 3328 Payments to Employees for Supplementary Projects						P3320			
Regulation 3450.1 School (Non-Public) Funds								P3450.1	
Regulation 3501 Annual Operating Budget						P3501			
Regulation 3502 Annual Facility Plan and Capital Budget									
Regulation 3510.1 Operation of Plant									
Regulation 3510.11 Safety of Personnel									
Regulation 3510.2 Stray Animals in Schools									
Regulation 3517.1 Security – Keys / Code Access									
Regulation 3517.2 Security – Locks									
Regulation 3517.3 Security – Video Surveillance at School Sites									
Regulation 3520.1 Maintenance of Plant									
Regulation 3521.0 Integrated Pest Management								P3521.0	
Regulation 3521.2 Tree Planting – All Schools									
Regulation 3521.3 Playfields									
Regulation 3545.1 Transportation									
Regulation 3545.2 Field Trips								R3545.2a	
Regulation 3545.2(a) Field Trips (attachment)									


 Policy Number and Name	SD61 P Policy Sub-Committee Action	Bylaw or Policy appers current retain with only very minor updates to references or terminology	Bylaw or Policy would benefit from minor revisions, primarily wording and terminology	Bylaw or Policy to undergo thorough revision	Embedd bylaw in an existing bylaw or Replace Bylaw with a policy. Revise as necessary	Combine content from one or more polices or olicy and regulations to be integrated	Not needed or current, conflicts or duplicates with current School Act, Regulations, Ministerial Orders. Addressed by Collective Agreement or Ministry Policy. Abandon	Establish as an Administrative Procedure as a Standard and Practice	Publish or Incorporate content as Administrative Procedure as a Role Description
Regulation 3545.25 Overnight Accommodation									
Regulation 3545.3 School Owned or Leased Buses									
Regulation 3547 Investments									
Regulation 3548 School District Signing Authority									
Regulation 4010 Employee Relations							A.27 GVTA, 14.01 CUPE 382, and 947		
Regulation 4111 Appointment and Assignment of Teachers to Teaching Vacancies							E 20 GVTA		
Regulation 4112.2 Teaching Personnel – Documentation									
Regulation 4113 Appointment and Assignment of Teachers to Alternate Programs							E 20 GVTA		
Regulation 4114 Criminal Records Review									
Regulation 4115.1 Teacher Exchanges (Within School District #61)									
Regulation 4115.4 Position (Job) Sharing								4115.1 is in CA	
Regulation 4116 Sexual Harassment							E.2 GVTA, 29 CUPE 947, 30 CUPE 382		
Regulation 4117 Supervision and Evaluation of Educational Personnel									
4117 (a) Supervision and Evaluation of Educational Personnel (attachment)									
Regulation 4117.1 Probation and Evaluation: Termination of Probationary Appointments									
Regulation 4122 Substitute Teachers									
Regulation 4123 Salary Regulations – Part-time Service							B.20.3 GVTA		
Regulation 4124 Salary Regulations – Partial-year Service							B.20.3 GVTA		
Regulation 4145.1 Medical Services Association and and Group Life Insurance Contributions							B.11 GVTA		
Regulation 4152.3 Sick Leave									
Regulation 4152.4 Maternity and Parenthood Leave									
Regulation 4210.1 Clerical Time Allocation in Schools									
Regulation 4213 Universal Precautions									


	SD61 P		Bylaw or Policy appers current retain with only very minor updates to references or terminology	Bylaw or Policy would benefit from minor revisions, primarily wording and terminology	Bylaw or Policy to undergo thorough revision	Embedd bylaw in an existing bylaw or Replace Bylaw with a policy. Revise as necessary	Combine content from one or more polices or olicy and regulations to be integrated	Not needed or current, conflicts or duplicates with current School Act, Regulations, Ministerial Orders. Addressed by Collective Agreement or Ministry Policy. Abandon	Establish as an Administrative Procedure as a Standard and Practice	Publish or Incorporate content as Administrative Procedure as a Role Description
Policy Sub-Committee Action										
Policy Number and Name										
Regulation 4213 (a) Universal Precautions (attachment)										
Regulation 4214 AIDS in the Workplace										
Regulation 4216.1 General Responsibility of School Custodians										
Regulation 4300 District Health and Safety Committee							R4300			
Regulation 4300.1 Health and Safety										
Regulation 4300.2 Site-Based Joint Occupational Health and Safety Committees										
Regulation 4301 Non-Professional Personnel										
Regulation 4302 Multiculturalism										
Regulation 4303 Discrimination							P4303			
Regulation 4304 Bullying and Harassment										
REGULATION 4305 Gender Identity and Gender Expression										
Regulation 5114 Exclusion of Pupils										
Regulation 5118.1 Charging or Waiving Fees for Tuition of Certain Pupils of School Age and Certain Persons Over School Age Resident and Nonresident									P5118.1	
Regulation 5118.2 Student Enrollment and Transfers										
Regulation 5118.3 Enrolment of Non-Resident Students in District Support Services Programs										
Regulation 5118.4 Fees for Psychological and Speech Assessment of Nonresident Students										
Regulation 5123 Promotional Procedures Secondary Schools Introduction										
Regulation 5125 Evaluation of Student Progress Responsibilities and Accountabilities										
Regulation 5125.1 Student Records									P5125.1	
Regulation 5130 Technology Education and Student Safety										
Regulation 5131.0 Personal Safety and Security in the greater Victoria School District										
Regulation 5131.1 Discipline										
Regulation 5131.2 Threats to Students, Employees, or Volunteers/Sponsors								include in R5131.1		

	SD61 P									
	Policy Sub-Committee	Action								
Policy Number and Name		Bylaw or Policy appers current retain with only very minor updates to references or terminology	Bylaw or Policy would benefit from minor revisions, primarily wording and terminology	Bylaw or Policy to undergo thorough revision	Embedd bylaw in an existing bylaw or Replace Bylaw with a policy. Revise as necessary	Combine content from one or more polices or olicy and regulations to be integrated	Not needed or current, conflicts or duplicates with current School Act, Regulations, Ministerial Orders. Addressed by Collective Agreement or Ministry Policy. Abandon	Establish as an Administrative Procedure as a Standard and Practice	Publish or Incorporate content as Administrative Procedure as a Role Description	
Regulation 5131.3 Prohibition of Weapons in School										
Regulation 5131.4 Substance Abuse										
Regulation 5131.5 Smoking						P5131.5				
Regulation 5131.6 Student Attendance										
Regulation 5131.7 Student Suspensions										
REGULATION 5132 Student Dress Code										
Regulation 5133.1 Organizations – Safety Patrols										
Regulation 5134 Student Input										
Regulation 5134.1 Police Sponsored Youth Activities in School District No.61 (Greater Victoria) Facilites										
Regulation 5140.1 Child Abuse										
Regulation 5140.2 Child Abuse and School District Employees										
Regulation 5141 Concussion Awareness								P5141.22		
Regulation 5141.11 Workplace Hazardous Materials								P5141.11		
Regulation 5141.20 Oral Topical Medication								P5141.20		
Regulation 5141.21 Anaphylaxis								P5141.21		
Regulation 5141.21(a) Anaphylaxis Plan (attachment)										
Regulation 5141.3 Use of Provincial Ambulance Services by Schools										
Regulation 5142 Blood-Borne Diseases								P5142		
Regulation 5142(a) Blood-Borne Diseases (attachment)										
Regulation 5143 Student Accident Insurance										
Regulation 5145 Police Questioning of Students in School								P5145		
Regulation 5147 Inclusion of Students with Special Needs										
Regulation 5147.1 Special Student Assistant Coverage for Level II Health Care Plan Special Needs Students										
Regulation 5148 Alternatives to the Integrated Classroom										

	SD61 P								
Policy Number and Name	Policy Sub-Committee Action	Bylaw or Policy appers current retain with only very minor updates to references or terminology	Bylaw or Policy would benefit from minor revisions, primarily wording and terminology	Bylaw or Policy to undergo thorough revision	Embedd bylaw in an existing bylaw or Replace Bylaw with a policy. Revise as necessary	Combine content from one or more polices or olicy and regulations to be integrated	Not needed or current, conflicts or duplicates with current School Act, Regulations, Ministerial Orders. Addressed by Collective Agreement or Ministry Policy. Abandon	Establish as an Administrative Procedure as a Standard and Practice	Publish or Incorporate content as Administrative Procedure as a Role Description
Regulation 5210 Continuing Education									
Regulation 6112.1 School Hours									
Regulation 6114 Maintenance of Order									
Regulation 6120 Learner-Focused Education									
Regulation 6120.1 Programs of Choice									
Regulation 6120.2 School Planning Councils									
Regulation 6130.1 Primary Program									
Regulation 6135.1 Career Development: Career Preparation Programs									
Regulation 6141.4 Teaching Writing Skills Across the Across the Curriculum									
Regulation 6142.04 First Nations Education									
Regulation 6145.01 Extra-Curricular Athletics									
Regulation 6145.02 Supervision Requirements for Secondary School and Middle School Extra-Curricular Athletics									
Regulation 6151 Class Size									
Regulation 6160 Student Fees and Deposits									
Regulation 6160.1 Textbook Allocation									
Regulation 6161 Charges for Books and School Supplies									
Regulation 6161.1 Learning Resources for Classroom Use									
Regulation 6161.4 Rental of District Owned Musical Instruments									
Regulation 6162.5 Research									
Regulation 6162.8 District Assessment of Students and Programs									
Regulation 6162.9 Prior Learning Assessment Challenge and Equivalency									
Regulation 6163.1 Learning Resources									
Regulation 6163.1(a) Learning Resources (attachment)									
Regulation 6163.7 Classroom Pets									

	SD61 P								
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Regulation 6164.03 Physical Restraint Hold (Physical Interventions) or Seclusion									
Regulation 6164.1 School Health Services									
Regulation 6164.3 Consumption of Nutritious Foods						P6164.3			
Regulation 6165.3 Construction Programs for Students									
Regulation 6173 Home School Learners									
Regulation 6174 Summer School									
Regulation 6502.11 Data Processing Regulation									
Regulation 7110 Disposal of Real Property						P7110			
Regulation 7111.1 Use of Space in Schools for Non-School Purposes									
Regulation 7122 Community Involvement in the Process of Building and Site Development									
Regulation 7130 Cost Sharing for School Facilities									
Regulation 7210.1 Appointment of Architects									
Regulation 7211.3 Service of Architects – Preliminary Drawings and Specifications									
Regulation 7223.1 School Playground Equipment									
Regulation 7231 Design Process – Sketch Plans – Working Drawings									
Regulation 7310.1 Funding: Capital, Minor Alterations, and Plant Maintenance									
Regulation 7415.1 Tender Opening Committee – Construction Projects									
Regulation 7430 Change Orders									
Regulation 7451.1 Supervision of Projects									
Regulation 7460.2 Architects' Inspection									
Regulation 7530 Acceptance of Completed Projects									
Regulation 7540.1 Assembling and Preserving Important Documents									
Regulation 8200 Trustee Election Protocol									
Regulation 8230 Trustee Remuneration and Expenses						P8200			

 Policy Number and Name	<div>SD61 P</div> Policy Sub-Committee Action	Bylaw or Policy appers current retain with only very minor updates to references or terminology	Bylaw or Policy would benefit from minor revisions, primarily wording and terminology	Bylaw or Policy to undergo thorough revision	Embedd bylaw in an existing bylaw or Replace Bylaw with a policy. Revise as necessary	Combine content from one or more polices or olicy and regulations to be integrated	Not needed or current, conflicts or duplicates with current School Act, Regulations, Ministerial Orders. Addressed by Collective Agreement or Ministry Policy. Abandon	Establish as an Administrative Procedure as a Standard and Practice	Publish or Incorporate content as Administrative Procedure as a Role Description
Regulation 8240 Expense Reimbursement Guideline for Expenses Incurred While Travelling On or Attending to Board Business or Staff Development Activities									
REMOVED									
Policy 1325.1 Student Photographs	Abandon								
Policy 1420.1 A Survival Plan for Greater Victoria Schools (Civil Defence)	Abandon								
Policy 2105 District Leadership Team	Admin Manual								
Policy 2120.5 Executive Assistant	Abandon								
Policy 2221 Department Heads -Secondary Schools	Admin Manual						GVTA B.21		
Policy 3500 Capital Expenditures	Abandon								
Policy 3502 Annual Facility Plan and Capital Budget	Abandon								
Policy 3545.3 School Owned or Leased Buses	Admin Manual								
Policy 4111 Hiring of Teachers	Abandon								
Policy 4117 Supervision and Evaluation of Educational Personnel	Abandon								
Policy 4122 Substitute Teachers	Abandon								
Policy 4210.1 Clerical Assistance in Schools	Abandon								
Policy 4302 Multiculturalism	Abandon						R4302		
Policy 5118.3 Enrolment of Non-resident Students in District Support Services Programs	Admin Manual						R5118.3		
Policy 5118.4 Fees for Psychological and Speech Assessment of Non-Residents Students	Abandon								
Policy 5119.5 Student Retention (PreventativeRemedial)	Abandon								
Policy 5125 Evaluation of Student Progress	Abandon								
Policy 5125.1 Student Records	Abandon								
Policy 5141.3 Use of Provincial Ambulance Services by Schools	Admin Manual								
Policy 5143 Student Accident Insurance	Admin Manual								

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Policy 5210 Continuing Education	Abandon								
Policy 6112.1 School Hours	Abandon								
Policy 6120.2 School Planning Councils	Abandon								
Policy 6121 Organization of Schools	Abandon								
Policy 6130.1 Primary Program	Abandon								
Policy 6135.1 Career Development Career Preparation Programs	Abandon								
Policy 6141.4 Teaching Writing Skills Across the Curriculum	Abandon								
Policy 6142.01 Elementary Physical Education	Abandon								

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 ~~shall meet in general session~~ **will regularly meet** on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held, and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board, **the newly elected Board will meet** ~~in general session, the Board, as elected, shall meet~~ for the first time within 30 days after the official results of the election of trustees ~~shall~~ **will** have been declared, for the purpose of receiving the results, the swearing in of ~~the new~~ Trustees, and the ~~selection~~ **election** of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board ~~shall~~ **will** be called and chaired by the Secretary-Treasurer of the School District **until the Chair is elected, at which time the elected Chair will preside.** Each year thereafter ~~during the term of office, the election of Chair, Vice-Chair, and Board representatives to various agencies where the Trustees have regular representation and the appointment of Trustees to internal and external committees shall~~ **will** take place at the November Board meeting. **At the meeting following, the Chair will appoint, after first canvassing Trustees for interest, Trustees to external and internal committees, as well as family of schools, municipal and First Nation liaison roles.**
3. The Chair, the Secretary-Treasurer or any three Trustees, may call a special ~~general~~ **or extra-ordinary** meeting of the Board, in addition to the regularly scheduled meetings of the Board. ~~upon not less than forty-eight hours' notice in writing to all trustees.~~
4. A special ~~general meeting of the Board may~~ **will** be called ~~upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.~~ **if the proposed agenda item (s) must be dealt with before the next regular meeting, or the proposed agenda**

item(s) requires more time than can be accommodated on a regular board meeting agenda and thus needs to be the exclusive focus of the meeting.

A special meeting must be called not less than forty-eight hours' notice in writing to all trustees, unless at the call of the meeting, in writing or by telephone, a majority of trustees agree to waive the normal forty-eight hours' of written notice.

Only those items included in the agenda of the special meeting forty-eight hours before the special meetings, may be discussed. No agenda items may be added at the call of the meeting.

5. The following procedural matters will be implemented:

- The meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.

- The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:

- * General meetings of the Board of Education commence at 7:30 p.m. and continue until no later than ~~11:00~~ 10:00 p.m., save as may be extended by majority consent

- * Starting the meeting on time;

- * The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of ~~five~~ three minutes; ~~there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair).~~

- * Individuals or delegations wishing to make a presentation at a Board meeting will make their request, including topic, background, issue and requested action, if any, on the Request for Presentation Form found at _____, by

email, to the Secretary-Treasurer who will advance such requests to the Agenda Setting Committee for consideration and decision.

- * Individuals or delegations wishing to make a presentation will be advised of the Agenda Setting Committee's decision to place the presentation on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of the groups will be presented by the spokesperson(s) of that group, who will be identified on the agenda.
 - * Presenters are to provide written and or presentation materials by 4:00 p.m. the Friday before the meeting.
 - * ~~No public debate with presenters; information only will be received~~
 - * There will be no public debate with presenters; information only will be received. Requests for action from presenters or delegations will not be considered until the following meeting of the Board, unless a motion relative to the action requested is reflected in the published agenda.
 - * The Question Period is limited to 15 minutes
6. ~~Wherever possible, The public will be encouraged to attend a Committee meeting rather than a Board meeting in order to facilitate dialogue with the public before decisions are made. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff. the~~ Education Policy and Directions, or the Operations Policy and Planning Committee meetings in order to facilitate dialogue with the public before decisions are made.

In addition to the opportunities to ~~present~~ participate at Standing Committees, ~~the Board Chair will ask partner groups~~ employee-partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE) Local 947 and Local 382), the Victoria Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, ~~Youth~~ Student Representatives Committee, and the Victoria Principals and Vice-Principals Association (VPVPA), ~~are able to provide comment on specific motions prior to~~

~~them being voted on by the Board. The Board Chair will ask stakeholder representatives whether they would like to provide comment on motions prior to the them being debated by the Board. of Education considering the motion.~~ Each stakeholder representative will have up to two minutes to provide comment through the Chair.

7. In the event that the Board ~~shall~~ **may** fail to conclude the business of the agenda by the time of adjournment, the Chair may **ask the Board to prioritize the remaining agenda times. Agenda items not concluded at the meeting, will be placed on the next month's agenda.** ~~designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.~~
8. ~~The agenda shall~~ **All agendas will be prepared and circulated by the Chair of the Board, with input from the Vice-Chair, the Superintendent, the Secretary-Treasurer and the Deputy Superintendent (the Agenda Setting Committee), and circulated by the Chair or designate. Proposed agenda items will be provided to the Secretary-Treasurer no later than the Monday before the meeting.**

In consultation with the Superintendent, Vice-Chair, Secretary-Treasurer and the Deputy Superintendent, and when applicable, relevant Committee Chair, items detailing a recommendation for the Board's consideration, submitted by Trustees, will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary, and with consultation of submitter.

If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g. information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it to be included on the agenda by resolution at the call of the meeting.

Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be "in-camera" or "regular open".

9. There ~~shall~~ **will** be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board, ~~in general session.~~ **Unless otherwise called under Item 3.**
10. The agenda ~~shall~~ **will** be approved by ordinary motion as the first item of business at each meeting.
11. The **General** Agenda ~~shall~~ **will** contain the following:

Guidelines for the meeting format including outlining opportunities for public and stakeholder comments

- A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes, **and Presentations, of which first priority will be given to schools, and then to the public and community.**

~~Student Achievement Presentations; District Presentations; Community Presentations~~

- B. Correspondence

- C. Chair's Report; Trustee Reports ~~(including Reports from Trustee Representatives with Other Public Bodies)~~

D. Board Committee Reports:

- (1) Education Policy and Directions Motions
- (2) Operations Policy and Planning Motions

E. ~~District Leadership Team~~ Staff Reports

F. Question Period

G. Public Disclosure of In-Camera Items

H. New Business/Notice of Motions

I. Adjournment

The order of the Agenda ~~shall~~ will be as above, unless varied at the meeting by majority vote.

12. An ~~electronic~~ copy of the Agenda ~~shall~~ will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office ~~on the day after copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.~~ **three days before the meeting.**
13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
14. In accordance with Section 67 of the *School Act*,

School Act Section 67:

~~the~~ **A** board may allow Trustees to participate in or attend a meeting of the **board** by telephone or other means of communication if all **trustees** and other persons participating in or attending the meeting are able to communicate with each other.

(7) If a trustee participates in or attends a meeting of the board by telephone or other means of communication as provided under subsection (6), the trustee is to be counted for the purposes of establishing a quorum.

The Chair may allow a Trustee to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees are able to communicate with each other. Such attendance ~~shall~~ **will** only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically must provide a minimum of 48 hours' notice **to the Chair**, of such attendance.

15. With the exception of poll votes pursuant to Bylaw 9011, the Board, **and electronic meetings called by the Chair, the Board will** ~~shall~~ not conduct meetings electronically. For the purposes of this **Bylaw**, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance **or debate** a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised:

POLICY 6161.5

Instruction: ~~District~~ School Gardens

Drafted: October 2020

Adopted: TBA

Revised:

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 Gardening has been shown to improve mental, physical and emotional health, improve focus, patience, team work and encourage students to make healthier food choices.
- 1.2 The garden is also an extension of the classroom and can provide lessons on the sustainability of our food supply, the impact of development and world issues including climate change.

2.0 DEFINITIONS

Nil

3.0 POLICY

- 3.1 The District encourages and supports the development of school gardens for learning, for increasing access to healthy food, for community and social development as well as beautification and greening of the schoolyard.
- 3.2 These living classrooms engage students to reconnect to the natural world, through observation and exploration of biodiversity, plant life, nature cycles and food literacy.
- 3.3 The goal is to provide an environment for children to connect to their food, to each other to become self-reliant individuals who understand their responsibilities as global citizens.
- 3.4 Pursuant to Policy 1240: School Volunteers, volunteers, including engaged community members, are encouraged and welcomed to support school gardens in consultation with the Principal.
- 3.5 District garden partners are encouraged in consultation with the Principal, and are integral to school gardens by providing expertise, funding and time.

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5.04.0 RESPONSIBILITIES

5.14.1 The **Board of Education** is responsible to ensure compliance with the
School Act

5.24.2 The **Superintendent** is responsible to ensure that District policy is upheld
and regulations are enforced.

6.05.0 REFERENCES

Nil

DRAFT

BYLAW 9140

AD HOC COMMITTEE OF THE BOARD

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the appropriate Standing Committee of the Board, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education including Standing Committees of the Board, are considered advisory committees to the Board.
4. Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
5. A member Trustee will be responsible for providing the minutes to the Standing Committee.
- 3.6 Ad Hoc Committee minutes will be attached to and reported by a member Trustee at the appropriate standing committee.
- 4.7 Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by school district senior administration and presented to the Board.
- 5.8 Trustee members of any Ad Hoc Committee shall be as selected by the Board.
- 6.9 The membership of the Committee shall select a Chair at the first meeting of the Committee and select a note taker.
- 7.10 The Chairperson of the Board shall be a member of all Ad Hoc Committees, without voting rights.

8.11 The Superintendent or designate may be a member of all Ad Hoc Committees.

12. Two or more members attending ad hoc committees will form quorum regardless of type of member.

9.13 The Ad Hoc Committee shall be dissolved by motion of the Board.

Greater Victoria School District

Approved: April 27, 1981
Revised: Sept. 22, 1986
Revised: October 24, 1988
Minor revisions: June 1998
Adopted: February 25, 2002
Reviewed: March 2012
Revised: April 20, 2015
Revised: November 16, 2015
Revised: XXX

Ad Hoc Committee Terms of Reference Template

Purpose:

Deliverables:

Membership:

Timeline:

Voting:

Procedural Notes:

Date Adopted:

Policy 8251
Trustees' Code of Conduct
October 2020

Purpose

Trustees' are elected to their position, which carries with it the understanding that the electorate determines its support for the effectiveness of a Trustee at election time. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honored through determining and enforcing norms of acceptable behavior.

This Trustees' Code of Conduct represents commitment of the Board of Trustees to meeting high standards of conduct and is designed to provide trustees with principles and standards for expected ethical behavior in accordance with the Board's mission, vision and values and priorities outlined in the multi-year strategic plan.

As elected members of the Board of Education, Trustees fully acknowledge the public trust that is invested in the Board and the responsibility of each Trustee to carry out their duties with a commitment to the highest standards of ethical conduct.

Trustee Rights

A trustee has the right to:

- an environment that is free from bullying, harassment and discriminatory behaviour
- to express opinions that are different than those of other board members and of staff
- to access information in accordance with board policy
- to abstain from certain decisions or processes
- to speak publicly about their individual opinions
- to raise concerns about information, process and decisions of the board and district
- to express values, vision and culture that is different from that of the majority of trustees and/or community, while upholding the B.C. Human Rights Code
- to not participate in voluntary activities or events

Trustee Responsibilities

Along with these rights comes the responsibility of being a member of a board of education. A board of education sets a school district's direction through policy, directs the Superintendent, planning and budgeting. Board members consider the issues before them and make decisions as a collective body.

Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision. A Trustee should be able to explain the rationale for a decision to the Board and respectfully state their position provided that it does not undermine the Board's decision.

A Board of Education's authority and responsibility rests solely within the corporate board. Trustees have no individual authority.

Creating understanding and building respectful interactions between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.

Trustees will constructively engage with community members in the establishment and interpretation of Board policies and directions to ensure the best possible outcomes for students.

Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies and directions to the Superintendent of Schools and their leadership team.

Trustees will prepare for Board and Committee meetings by reviewing meeting materials and availing themselves of all information with an open mind in order to make sound decisions.

Commitment Statements

Application of Code of Conduct

The Code of Conduct and Complaint Protocol apply to all Trustees..

Transparency, accountability, and public confidence are fundamental components for the effective governance of school boards as public bodies responsible to their communities and to the provincial government. The conduct of the trustees must be of the highest standard to maintain confidence in public education.

This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:

- School Act
- Trustee's Oath of Office
- Freedom of Information and Protection of Privacy Act
- Human Rights Code

If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees shall consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

Integrity and Dignity of Office

Trustees shall serve and be seen to serve their school communities in a constructive, respectful, conscientious and diligent manner.

Trustees shall recognize that the expenditure of school board funds is a public trust and endeavour to see that funds are expended efficiently, in the best interest of students.

Trustees shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.

Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.

Trustees, must at all times uphold the dignity of office and conduct themselves in a professional manner that will not discredit or compromise the integrity of the Board.

Trustees are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

Trustees must to maintain confidentiality.

Trustees shall not advance an allegation of misconduct and/or breach of the Code that is trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee.

Trustees shall respect and understand the roles and duties of individual trustees, the Board of Education, the Superintendent, and the Chair of the Board.

Confidential Information

Trustees shall keep confidential and not disclose the content of any matter, or the substance of deliberations, of a meeting that is closed to the public, unless required by law or until the Board of Trustees discusses the information in a meeting that is open to the public or releases the information to the public.

No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board to do so. This is a continuous obligation that extends beyond the trustees' term of office.

Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties and the use and/or disclosure of the information is permitted in accordance with the provincial Freedom of Information and Protection of Privacy Act.

No trustee shall use confidential information for either personal gain or to the detriment of the Board.

If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer.

Upholding Board Decisions

Decision making authority rests with the Board of Trustees and no trustee or group of trustees have power to make decisions unless otherwise delegated by the Board or School Act.

Trustees shall uphold the implementation of any board resolution after it is passed by the Board.

A Trustee should be able to explain the rationale for a decision to the Board and respectfully state their position provided that it does not undermine the Board's decision.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Gifts, Benefits & Hospitality

Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality.

Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties. Any such gift received shall be immediately disclosed to the Secretary-Treasurer.

There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.

Conflict of Interest

Trustees have overlapping professional, parental and community roles in their districts. Trustees will recognize when they are conducting Board of Education business, that they represent all students and parents in the best interest of public education, and not any one school or issue as it relates to other roles they may hold in the community.

Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a public Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.

Use of Board Property, Services and Other Resources

No trustee should use, or permit the use of Board staff members, Board events, Board facilities, Board funds, Board information and Board infrastructure or other resources such as, but not limited to Board-owned materials, websites, Board-provisioned technology and social media platforms for activities other than the business of the Board. Such requests should be made through the regular channels.

No trustee may obtain personal financial gain from the use or sale of Board-developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.

Election Campaign Work

No trustee shall undertake campaign-related activities on Board property during regular working hours unless permitted by Board policy.

Improper Use of Influence

No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family

member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

For the purposes of this section, "private advantage" and "improperly prejudice" does not include a matter:

- a) That is of a general application;
- b) That affects a trustee, their parents, children or spouse, staff members, friends, or associates, business or otherwise as one of a broad class of persons; or
- c) a committee or Board matter that concerns the remuneration or benefits of a trustee.

No Trustee shall allow the prospect of their future employment by a person or entity to improperly or for personal gain affect the performance of their duties to the Board.

Conduct at Board and Committee Meetings

Trustees act in the service of the community. They have the opportunity to set an example for future leaders who may look to them for guidance and leadership. They are expected to respect the procedural rulings of the Chair or Presiding Officer and refrain from verbally attacking or belittling those who complain or do not agree with them.

It is vital that trustees conduct themselves with decorum at Board, advisory and committee meetings and in accordance with the provisions of the By-Law 9368 concerning meeting procedures.

When expressing individual views, trustees shall respect differing points of view from other trustees, staff, students and the public.

Conduct Respecting Staff Members

No Trustee shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff members of the Board, and all Trustees shall show respect for the professional capacities of staff members.

No Trustee shall compel staff members to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.

Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee. No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Trustees.

Discreditable Conduct

All Trustees have a duty to treat members of the public, one another, and staff members respectfully and without abuse, bullying or intimidation.

The BC Human Rights Code, BC Workers Compensation Act, Employment Standards Act of BC, any other applicable legislation, and all associated Board policies and procedures apply.

This section applies to all forms of written and oral communication.

Failure to Adhere to the Board Bylaws, Policies and Procedures

Trustees are required to adhere to all Board operational by-laws, policies, procedures, regulations and supporting documents.

Reprisals and Obstruction

Trustees should respect the integrity of the Code and are obliged to cooperate with inquiries conducted in accordance with the Complaint Process.

Professional Development

Trustees will endeavour to take advantage of educational conferences, workshops, and training sessions made available by local or provincial affiliations. Through participating in professional development opportunities, Trustees can enhance their knowledge of Trustee roles and responsibilities and become acquainted with current educational topics and trends.

Evaluation

Trustees will actively participate in an established formal process for evaluating the performance of the board as a whole on an ongoing basis. Reference to Board Evaluation Policy xxxx (to be developed).

POLICY 8251

TRUSTEES' CODE OF ETHICS

Whereas the role of School Trustee is fundamental to the education system in that it embodies the trust of the community in the important enterprise of developing directions to shape the minds, bodies, emotions and spirits of its youthful citizens, a Code of Ethics for Trustees is deemed essential.

Therefore, as a School Trustee —

- A. I will regard the well-being of every student as my primary obligation.**
1. I will make decisions in terms of what is best for the educational welfare of children. I will strive to meet the individual needs of each child regardless of their ability, race, colour, gender, sexual orientation or any other bias or discrimination.
- B. I will bring about positive change for all students and for the educational system.**
1. I will bring about desired changes through procedures that are both legal and ethical.
 2. I will strongly advocate for public education.
 3. I will strive to ensure that the educational system will provide the best quality of education possible for its students.
- C. I will undertake my duties diligently and with integrity.**
1. I will do everything possible to maintain the integrity, confidence and dignity of the office of School Trustee.

2. I will avoid being placed in a position of conflict of interest and refrain from using my Board position for personal gain.
3. I will endeavour to attend all Board meetings and serve on Standing Committees as appointed by the Chairman in consultation with me.
4. I recognize that the primary function of the Board is to establish policies by which the schools are to be administered and that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his/her professional and non-professional staff in line with Board Policy.

D. I will respect the rights of fellow trustees, employees, students and parents.

1. I will respect the intrinsic worth of fellow trustees, employees, students and parents and act to ensure through reasonable advocacy and other interventions that dignity, individuality and rights of such persons are safeguarded.
2. I will encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff and all elements of the community.
3. I will listen to what other Board members and other individuals or groups may have to say before making my final decisions which will be based upon all available facts in each situation.
4. I will endeavour to work with my fellow Board members in a spirit of harmony and cooperation to observe proper decorum and behaviour, to encourage full and open discussions in all matters with my fellow Board members, to treat them with respect and consideration and not to withhold or conceal from them any information which is necessary for Board members to make an informed decision.
5. I will refrain from unjustified personal attacks on the reputation of fellow Trustees or employees of the School District or their opinions, but I reserve the right to make honest and respectful criticism.
6. I will abide by majority decisions of the Board once they are made, but at the time I seek re-election to the Board I shall be free to repeat

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and support the minority opinion that I upheld when the decision was made.

7. I will hold confidential all matters pertaining to schools that, if disclosed may needlessly injure individuals or the schools. However, I may disclose information to persons who have a legitimate need to know.

E. I will endeavour to be competent and efficient in the performance of my office.

1. I will endeavour to keep informed on all local, provincial and national education developments of significance.
2. I will earnestly try to interpret the needs and attitudes of the people of the community and do my best to translate them into the educational program of the schools.
3. I will encourage active cooperation by citizens, organizations and the media of communications, to help all the people of the communities to have the facts about the current school operation and proposed future development.
4. I will support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

Greater Victoria School District

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 2012

REGULATION 3323

PURCHASING SERVICES

Adopted: April 1970

Revised: 1. March 1982, 2. July 1984, 3. January 2000, 4. November 2016, 5. March 2019, 6. September 2019

Frequency of Review: Annual

A. General

1. Purchasing Services shall be responsible for the procurement of goods and services for the School District. While Purchasing Services is the only group who may legally enter into a contract with suppliers for goods or services, they may on a discretionary basis delegate this authority under specific circumstances.
2. Purchasing Services may delegate authority to purchase certain goods or services to other departments and/or schools. Nonetheless, purchasing must be conducted following established procurement procedures. Failure to follow procedures may negate the School District's responsibility to pay for the goods or services.
3. Purchasing shall be centralized to establish controls over public funds and to effect the procurement of goods and services at the best possible value. Control shall be attained through standardization of procedures with regard to ordering, recordkeeping, receipt of goods, quality control, prompt payment of invoices, and supplier relations. Optimizing dollar investment shall be attained through systems contracting, competitive bids, aggregation of demand, participation in cooperative purchasing groups, utilizing Corporate Supply Agreements (CSAs), and discretionary delegation of purchasing authority.
4. To carry out their responsibility in a cost-effective and timely manner, Purchasing Services shall use several different procurement methods to minimize the total cost of goods and services. Purchasing Services will use the Provincial Shared Services BC procurement contracts where applicable. All employees must follow the Board's purchasing procedures to ensure expedient handling of purchase requests.
5. Purchasing Services has full authority to question the quality and kind of material, goods and services requested, in order to serve the best interest of the School District.

6. All purchases of software must be pre-approved by the Information Technology for Learning Department to ensure the completion of a Privacy Impact Assessment and compliance with the Freedom of Information and Protection of Privacy Act.

B. Supplier Relations

1. ~~1.~~ Requests for prices of goods o-or for services, and all purchases, except in those cases where authority to purchase goods or services has been delegated, must be made through Purchasing Services.

~~1.2.~~ Requests for cost estimates for the purpose of capital project budgeting may be obtained by Facilities Services project managers.

~~23.~~ Only Purchasing Services or its designate shall make commitments to suppliers, disclose product preference or price, or conduct negotiations.

~~34.~~ All communication with suppliers shall be conducted through Purchasing Services, except in those cases where Purchasing has delegated this authority because of the technical nature of the correspondence. In these instances, Purchasing Services shall be copied on the communication.

C. Procurement Methods

1. Purchasing Services may use a variety of procurement methods to ensure the best value to the District. These may include: requests for quotation, requests for tender, requests for proposal, requests for qualifications, requests for information, and requests for expressions of interest.

2. Procurement opportunities may be advertised through an electronic notice board, such as the provincial government's BC BID website.

3. Sealed solicitations received by Purchasing Services up to the deadline specified in the request shall be opened by an opening committee, comprised of two members of the Purchasing Services department. Where applicable, the opening will be conducted in public.

4. Sealed solicitations received by Purchasing Services after the specific deadline shall be rejected and returned unopened to the bidder/proponent.

D. Procurement Thresholds

Purchasing Services shall have the discretion to solicit prices from suppliers for goods or services in the following manner:

<u>Cost of Item or Group of Items</u>	<u>Recommended Action</u>
<u>\$0 – 1,999</u>	<u>Obtain one written quotation, or use corporate purchasing card following established purchasing card guidelines.</u>
<u>\$2,000 – 9,999</u>	<u>Obtain two written quotations</u>
<u>\$10,000 – 49,999</u>	<u>Obtain three written quotations</u>
<u>\$50,000 +</u>	<u>Sealed tender or Request for Proposal</u>

- ~~1. An item or group of items estimated to cost under \$10,000 at the discretion of Purchasing Services by obtaining two written quotations.~~
- ~~2. An item or group of items estimated to cost between \$10,000 and \$50,000 by obtaining three written quotations.~~
- ~~3. An item or group of items estimated to cost more than \$50,000 by sealed tender or Request for Proposal.~~

Exceptions to ~~quotations and sealed bid requirements~~the above:

- Only one bidder is capable of providing the goods or services
- The goods or services require compatibility with existing goods or services, or may void any warranties or guarantees
- Pricing has been established by another public agency or cooperative purchasing group
- Staff, student, or public safety is in question
- There is an urgent need for the purchase to prevent damage to School District facilities
- Essential services or essential physical plant services will be restored

In these circumstances, with the approval of the Secretary-Treasurer, direct quotations may be obtained and contracts awarded.

E. Purchase Requisitions and Purchase Orders

Requests to purchase goods or services estimated to cost at least \$2,000 per item or group of items are to be submitted to Purchasing Services, either as an electronic purchase requisition through the Purchase Order Management (POM) module of the District's financial system or as a hard copy purchase requisition. Appropriate signing authorization and a valid school/department account number must accompany all purchase requests.

FF. Standing Purchase Orders

When materials or services are purchased on a repetitive basis, but the need for the goods or services cannot be predicted, Purchasing Services may issue a standing Purchase Order to a supplier after consulting with the department and / or schools concerned.

1. Standing Purchase Order requests shall be submitted to Purchasing Services.
2. After selecting a supplier, a Standing Purchase Order will be issued stating an estimated dollar value, the specific goods or services covered, and the expiration of the term.
3. Standing Purchase Orders cannot be used to purchase equipment that exceeds the value of \$1,000 per unit cost.

GF. Emergency or Rush Orders

Occasionally, there is an urgent need for goods or services that cannot be handled by other order processes. When a purchase order must be issued immediately, the end user department/school may call Purchasing Services and make arrangements to have the purchase requisition faxed or hand delivered in a manner that will expedite the purchasing process.

HG. Corporate Purchasing Cards

1. The Corporate Purchasing Card is used for the procurement and payment of goods and services within delegated purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. The Purchasing Card is strictly for School District No. 61 (Greater Victoria) business purposes.
2. With the written approval from an employee's Principal or Supervisor, an employee may make application to the District Purchasing Card Administrator for a Purchasing Card.

3. Specific instructions for the use of purchasing cards are distributed to each new cardholder and cardholders must sign a cardholder agreement binding them to follow appropriate procedures.
4. Principals/Supervisors review and approve cardholders' monthly transactions and ensure that receipts for each transaction reconcile to the purchases made on the Purchasing Card.
5. The District Purchasing Card Administrator reviews daily transactions for appropriate usage.
6. Purchasing Cards are surrendered to the District Purchasing Card Administrator upon retirement or termination of employment.

~~H. Purchase Requisitions~~

~~Requests for goods or services not covered by a Standing Purchase Order or the discretionary delegated purchasing authority are to be submitted to Purchasing Services, either as an electronic purchase requisition through the Purchase Order Management (POM) module of the District's financial system or as a hard copy purchase requisition. Appropriate signing authorization and a valid school/department account number must accompany all purchase requests.~~

I. Service Levels

Purchasing Services shall issue a Purchase Order to a supplier within ~~seven~~^{four} (74) working days from the date of receipt of a properly completed Purchase Requisition, where the cost of the goods or service do not require Purchasing Services to initiate a tender or other solicitation method and the goods or services are clearly defined.

When the procurement of goods or services requires written competitive responses, Purchasing Services shall establish a time schedule with the requisitioner, consistent with the complexity of the request.

J. Surplus Disposal

All assets are owned by the School District and are under the care, custody and control of a particular school or department. Purchasing Services is responsible for the disposal of surplus assets. Any proceeds realized by the sale of items through public auction will be transferred to the school or department.

Where equipment or materials are considered surplus to the needs of the School District and are expected to have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Following an assessment of condition by Facilities Services, the items may be kept and stored for possible use or transfer within the School District. Schools and departments may contact Facilities Services for a list of available items held in storage.
- Used as a trade-in to reduce the purchase cost of new replacement items
- Offered for sale through a public auction, such as the Province of BC Asset Investment Recovery Service

Where equipment or materials are considered surplus to the needs of the School District and do not have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Donated to a suitable organization, such as the ReStore or the Compassionate Resource Warehouse
- Salvaged for parts
- Scrapped/recycled in the most environmentally sensitive manner

Furniture, equipment, vehicles or materials will not be sold to School District employees unless they are the successful bidder in a public auction process.

K. Freedom of Information and Protection of Privacy Act

Purchasing Services will release tender/proposal information in accordance with the Freedom of Information and Protection of Privacy Act.

L. Standardization

Equipment and supplies will be standardized to ensure maximum value is attained where practical and beneficial.

Consideration will be given to potential savings, ease of maintenance, continuity of supply, training costs, environmental impact, and overall life cycle value.

M. Conflict of Interest

No employee of the School District shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities.

It shall be a conflict of interest when an employee knowingly participates directly or indirectly in the procurement of goods or services when:

1. An employee or member of the employee's immediate family, business associate, or close friend has a financial interest in the purchase;
2. An employee uses the influence of position or demands or accepts favours or services from any individual, organization or corporation that would result in a financial benefit to the employee or member of the employee's immediate family, business associate, or close friend.

Employees must make full disclosure to the Secretary-Treasurer of any situations that place them in a position where a conflict of interest may exist between their duties to the District and their personal interests.

Employees shall not provide product endorsements without the approval of the Secretary-Treasurer.

Reasonable hospitality is an acceptable courtesy of a business relationship where the frequency and nature of gifts or hospitality accepted is not deemed to have an influence on business decisions. Gifts (other than items of small intrinsic value), gratuities and entertainment accepted from an individual, organization or corporation seeking to do business with the District shall be deemed a conflict of interest.

2020-2021 Budget Change Report: November 2020 - Operating

	Revenue	Expenses
2020-2021 Preliminary Budget - Operating (CARRIED June 22, 2020)	204,508,700	211,555,506
Surplus Appropriation (BOARD APPROVED September 28, 2020)		
Budgeted 19-20 Surplus Appropriation June 22, 2020	7,046,806	
Net School Funded Balances	1,879,153	1,879,153
International Student Program	875,000	875,000
Continuing Education	25,546	25,546
Purchase Order Commitments	560,082	560,082
Department Carry Forwards	4,576,912	4,576,912
COVID Contingency (Cover what funding protection may not)	2,561,247	
	17,524,746	7,916,693
	222,033,446	219,472,199
Changes - Amended Budget		
- Schools Protection Program (Insurance) Premium Increase		15,442
- Braefoot Turf Field Joint Use Agreement - Capital Contribution		6,100
- Grounds Foreman Crew Adjustment		18,000
- TTOC Budget Reallocation to Flu Shots		(30,000)
- NEW! Flu Shots for Employees Supply Account		30,000
- 1701 Submission - Operating Grant Reduction	(2,498,402)	
- After School Sport and Arts Initiative (ASSAI) Grant	53,160	53,160
- Support Staff Standardized Plan Agreement Funding (2014 & 2019)	193,437	
- HR Labour Relations		25,000
- HR Salary & Benefits Projected Surplus (moved to HR Labour Relations)		(23,187)
- MOE Funding for Indigenous Equity Scan	3,000	3,000
- Ecocene Enrolment Projection Contract		13,106
- Shoreline Exterior Staircase		14,200
Total Changes:	(2,248,805)	124,821
Amended Budget to November 9, 2020	219,784,641	219,597,020

Reserves

- Reserve - District	30,000
- Reserve - International	425,000
- Contingency - COVID	62,845
- Contingency - Inclusion/SBIL	0
Total Reserves (0.24% of revenue)	517,845

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - October 2020

	2020-2021					2019-2020				
	Budget	Oct 2020	YTD	Available	% !!	Budget	Oct 2019	YTD	Available	%
602 CE/HL OTHER FEES	500	10	25	475	95% !!	500	20	40	460	92%
605 CE/HL REGISTRATION FEES	12,300	25	2,050	10,250	83% !!	12,475	350	4,450	8,025	64%
621 MINISTRY BLOCK FUNDING	183,882,816	17,861,485	38,611,521	145,271,295	79% !!	181,291,074	17,616,290	37,915,265	143,375,809	79%
629 OTHER MIN OF ED GRANTS	7,715,000	659,835	1,471,984	6,243,016	81% !!	6,909,680	257,765	529,549	6,380,131	92%
641 REVENUE -OTHER PROV MINISTRIES	82,550	83,120	83,120	(570)	-1% !!	52,138	49,795	49,795	2,343	4%
643 SUMMER SCHOOL FEES	28,581	0	1,720	26,861	94% !!	28,581	(20)	30,621	(2,040)	-7%
644 CE/HL COURSE FEES	18,500	0	8,700	9,800	53% !!	18,500	2,150	5,050	13,450	73%
645 REVENUE-CAFETERIA	6,313	5,412	6,912	(599)	-9% !!	101,045	14,608	21,561	79,484	79%
647 OFFSHORE STUDENTS TUITION FEES	8,486,223	(483,002)	8,375,953	110,270	1% !!	15,134,244	331,158	12,875,673	2,258,571	15%
648 LOCAL EDUCATION AGREEMENTS	1,030,941	0	265,779	765,162	74% !!	1,063,116	0	271,459	791,657	74%
649 MISC FEES & REVENUE	378,755	26,532	193,314	185,441	49% !!	691,406	35,342	207,479	483,927	70%
651 COMMUNITY USE OF FACILITIES	878,397	179,307	291,476	586,921	67% !!	1,819,508	195,429	308,338	1,511,170	83%
652 COMMUNITY USE OF FIELDS	66,000	350	897	65,103	99% !!	0	3,823	43,876	(43,876)	
653 COMMUNITY USE OF THEATRE	90,000	0	1,348	88,653	99% !!	26,588	8,266	17,146	9,442	36%
654 PARKING FEES	17,000	0	10,500	6,500	38% !!	0	7,025	14,165	(14,165)	
655 RENTALS LIAB INS REVENUE	0	0	0	0	!!	0	915	4,865	(4,865)	
659 OTHER RENTALS & LEASES	765,667	13,562	156,280	609,387	80% !!	2,000	15,837	218,473	(216,473)	-10824%
661 INTEREST	0	622	2,014	(2,014)	!!	0	2,694	8,365	(8,365)	
669 INVESTMENT REVENUE	1,030,000	50,150	190,431	839,569	82% !!	1,030,000	88,975	390,687	639,313	62%
671 SURPLUS FROM PRIOR YEAR	17,979,328	17,979,328	17,979,328	0	0% !!	20,276,921	0	14,827,885	5,449,036	27%
GRAND TOTAL	222,468,871	36,376,737	67,653,352	154,815,519	70%	228,457,776	18,630,422	67,744,742	160,713,034	70%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2020

	2020-2021								2019-2020						
	Budget	Oct 2020	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Oct 2019	YTD	Encumbrances	Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	92,152,183	9,150,816	17,810,077		17,810,077	74,342,106	81%	!!	91,509,190	8,839,527	17,701,666	0	17,701,666	73,807,524	81%
112 PRINCIPALS AND VICE PRINCIPALS	14,264,021	1,133,570	4,499,396		4,499,396	9,764,625	68%	!!	13,854,934	1,126,237	4,417,045	0	4,417,045	9,437,889	68%
114 ALLIED SPECIALISTS	2,019,303	175,176	352,260		352,260	1,667,043	83%	!!	1,555,569	135,240	273,671	0	273,671	1,281,898	82%
115 DEPARTMENT HEAD ALLOWANCES	257,686	27,810	49,023		49,023	208,663	81%	!!	255,635	34,834	49,646	0	49,646	205,989	81%
120 EXEMPT STAFF (CERT)	1,236,645	90,034	391,777		391,777	844,868	68%	!!	1,167,219	96,499	370,866	0	370,866	796,353	68%
121 EXEMPT STAFF (NON-CERT)	3,716,279	264,953	1,096,724		1,096,724	2,619,555	70%	!!	3,436,452	260,460	1,005,069	0	1,005,069	2,431,383	71%
122 CUSTODIANS	2,400,837	269,069	736,945		736,945	1,663,892	69%	!!	2,255,875	199,803	703,223	0	703,223	1,552,652	69%
123 JANITORS	3,480,867	396,185	1,242,953		1,242,953	2,237,914	64%	!!	3,443,343	313,565	1,092,200	0	1,092,200	2,351,143	68%
125 FOREMEN	507,865	59,069	200,918		200,918	306,947	60%	!!	493,510	35,891	110,437	0	110,437	383,073	78%
126 TRADESMEN/LABOURERS	3,703,806	432,036	1,239,333		1,239,333	2,464,473	67%	!!	3,655,575	282,629	1,108,946	0	1,108,946	2,546,629	70%
131 SCHOOL ASSISTANT SALARIES	16,392,338	1,460,617	2,377,653		2,377,653	14,014,686	85%	!!	17,501,670	1,587,610	3,111,766	0	3,111,766	14,389,904	82%
142 CLERICAL SALARIES	8,881,496	706,231	2,154,435		2,154,435	6,727,061	76%	!!	8,650,034	703,712	2,169,425	0	2,169,425	6,480,609	75%
161 TTOC SALARIES	7,294,812	1,122,152	1,509,798		1,509,798	5,785,014	79%	!!	7,298,457	907,405	1,458,042	0	1,458,042	5,840,415	80%
165 RELIEF LABOUR	416,901	76,609	200,242		200,242	216,659	52%	!!	442,655	10,135	115,462	0	115,462	327,193	74%
167 SCHOOL ASSIST RELIEF	543,052	30,118	65,942		65,942	477,110	88%	!!	714,332	97,441	177,785	0	177,785	536,547	75%
168 CASUAL CLERICAL SALARIES	139,939	1,384	13,822		13,822	126,117	90%	!!	154,370	7,037	35,964	0	35,964	118,406	77%
170 MONITORS	25,000	0	0		0	25,000	100%	!!	15,917	0	0	0	0	15,917	100%
191 TRUSTEES INDEMNITY	224,095	18,452	73,809		73,809	150,286	67%	!!	218,822	18,018	72,072	0	72,072	146,750	67%
199 RECOVERIES	-314,240	(67,210)	(169,956)		(169,956)	(144,284)	46%	!!	(531,044)	(94,616)	(174,148)	0	(174,148)	(356,896)	67%
TOTAL -- SALARIES	157,342,885	15,347,071	33,845,149	0	33,845,149	123,497,736	78%	!!	156,092,515	14,561,425	33,799,137	0	33,799,137	122,293,378	78%
BENEFITS															
211 TEACHER BENEFITS	21,952,588	2,078,557	4,868,521		4,868,521	17,084,067	78%	!!	21,321,878	1,811,099	4,806,606	0	4,806,606	16,515,272	77%
212 PRINCIPALS & VP BENEFITS	2,864,159	184,256	782,998		782,998	2,081,161	73%	!!	2,757,129	171,868	741,610	0	741,610	2,015,520	73%
214 ALLIED SPECIALISTS BENEFITS	415,976	35,305	74,280		74,280	341,696	82%	!!	295,560	23,019	63,373	0	63,373	232,187	79%
215 DEPT HEAD ALLOWANCE BENEFITS	61,587	4,518	7,066		7,066	54,521	89%	!!	59,564	4,652	7,418	0	7,418	52,146	88%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	380,735	498	(220,886)		(220,886)	601,621	158%	!!	0	198	(209,051)	0	(209,051)	209,051	
220 EXEMPT (CERT) - BENEFITS	237,368	13,938	66,279		66,279	171,089	72%	!!	230,619	15,450	64,436	0	64,436	166,184	72%
221 EXEMPT (N-CERT) BENEFITS	720,720	42,166	197,717		197,717	523,003	73%	!!	676,694	41,165	185,570	0	185,570	491,124	73%
222 CUSTODIAN BENEFITS	528,185	51,970	170,028		170,028	358,157	68%	!!	527,262	42,845	171,366	0	171,366	355,896	67%
223 JANITOR BENEFITS	765,791	83,017	261,472		261,472	504,319	66%	!!	805,686	62,909	237,591	0	237,591	568,095	71%
225 FOREMEN BENEFITS	111,730	9,507	37,243		37,243	74,487	67%	!!	115,067	6,979	29,861	0	29,861	85,206	74%
226 TRADESMEN/LABOURER BENEFITS	814,837	91,067	298,107		298,107	516,730	63%	!!	853,744	65,180	273,512	0	273,512	580,232	68%
231 SCHOOL ASSISTANT BENEFITS	3,901,347	362,735	694,826		694,826	3,206,521	82%	!!	4,279,516	361,391	822,637	0	822,637	3,456,879	81%
242 CLERICAL BENEFITS	2,113,301	167,976	565,447		565,447	1,547,854	73%	!!	2,120,802	174,538	596,189	0	596,189	1,524,613	72%
261 TTOC BENEFITS	1,335,410	238,689	311,614		311,614	1,023,796	77%	!!	1,334,070	146,261	291,697	0	291,697	1,042,373	78%
265 RELIEF LABOUR BENEFITS	59,617	23,026	62,400		62,400	(2,783)	-5%	!!	64,184	7,086	37,908	0	37,908	26,276	41%
267 RELIEF ASSISTANT BENEFITS	57,625	13,795	26,744		26,744	30,881	54%	!!	87,616	21,451	40,913	0	40,913	46,703	53%
268 CASUAL CLERICAL BENEFITS	23,107	44	72		72	23,035	100%	!!	21,605	102	247	0	247	21,358	99%
270 MONITORS BENEFITS	2,525	0	0		0	2,525	100%	!!	1,513	0	0	0	0	1,513	100%
291 TRUSTEE BENEFITS	13,670	1,122	4,488		4,488	9,182	67%	!!	4,376	1,079	4,315	0	4,315	61	1%
299 OTHER - BENEFITS	(67,441)	0	0		0	(67,441)	100%	!!	(57,689)	0	0	0	0	(57,689)	100%
TOTAL -- BENEFITS	36,292,837	3,402,186	8,208,416	0	8,208,416	28,084,421	77%	!!	35,499,196	2,957,270	8,166,197	0	8,166,197	27,332,999	77%
SERVICES & SUPPLIES															
310 PROFESSIONAL & TECHNICAL SERVICES	10,000	0	0	0	0	10,000	100%	!!	10,000	40	40	0	40	9,960	100%
311 AUDIT	26,924	0	296	0	296	26,628	99%	!!	25,000	7,315	28,651	0	28,651	(3,651)	-15%
312 LEGAL	93,580	9,579	39,589	0	39,589	53,991	58%	!!	178,580	6,116	16,609	0	16,609	161,971	91%
323 SOFTWARE MAINTENANCE	1,010,778	62,806	522,891	18,185	541,076	469,702	46%	!!	1,003,369	45,761	516,354	2,641	518,994	484,375	48%
324 HARDWARE MAINTENANCE	95,399	51,092	96,790	0	96,790	(1,391)	-1%	!!	85,806	0	85,424	0	85,424	382	0%
331 CONTRACTED TRANSPORTATION	987,107	97,500	97,500	875,208	972,708	14,399	1%	!!	1,048,412	99,375	127,281	767,872	895,154	153,258	15%
332 TRANSPORTATION ASSISTANCE	32,353	2,863	5,550	0	5,550	26,803	83%	!!	32,353	881	1,762	0	1,762	30,591	95%
334 SCHOOL JOURNEYS	11,985	0	113	0	113	11,873	99%	!!	82,200	4,852	34,773	0	34,773	47,427	58%
341 PRO-D & TRAVEL	766,305	32,119	193,111	0	193,111	573,194	75%	!!	1,023,786	76,578	338,538	0	338,538	685,248	67%
342 TRAVEL MILEAGE	2,264	0	0	0	0	2,264	100%	!!	4,298	796	1,749	0	1,749	2,549	59%
343 LOCAL MILEAGE	74,386	4,332	10,127	0	10,127	64,259	86%	!!	88,654	7,249	12,472	0	12,472	76,182	86%
345 STAFF TRAINING							!!		4,424	4,424	4,424	0	4,424	0	0%
364 VEHICLE LEASES	115,235	9,320	45,740	0	45,740	69,495	60%	!!	115,235	9,603	48,029	0	48,029	67,206	58%
371 MEMBERSHIP FEES	109,353	1,430	94,041	0	94,041	15,312	14%	!!	107,515	630	93,138	0	93,138	14,377	13%
391 PREMIUMS	372,100	311,258	361,787	0	361,787	10,313	3%	!!	359,998	274,163	374,083	0	374,083	(14,085)	-4%
399 SERVICES RECOVERY	(131)	(131)	(131)	0	(131)	(1)	0%	!!	(7,594)	0	(5,664)	0	(5,664)	(1,930)	25%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2020

	2020-2021							2019-2020							
	Budget	Oct 2020	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Oct 2019	YTD	Encumbrances	Total Exp	Available	%
421 VISA EXPENSE	27,000	225	3,978	0	3,978	23,022	85%	!!	30,763	2,624	10,185	0	10,185	20,578	67%
422 BANK SERVICE CHARGES	117,655	10,235	21,548	0	21,548	96,107	82%	!!	124,261	19,820	31,866	0	31,866	92,395	74%
431 LAND TELEPHONE	73,807	3,044	47,512	0	47,512	26,295	36%	!!	150,722	1,488	27,965	0	27,965	122,757	81%
438 CELL PHONES	774,123	20,313	71,529	0	71,529	702,594	91%	!!	797,968	26,040	86,934	0	86,934	711,034	89%
441 POSTAGE	36,462	2,247	21,171	2,274	23,445	13,017	36%	!!	56,592	4,069	21,831	2,274	24,105	32,487	57%
444 COURIER SERVICE	11,628	6,720	14,606	0	14,606	(2,978)	-26%	!!	30,649	1,489	11,534	0	11,534	19,115	62%
445 ADVERTISING	79,452	5,267	41,735	0	41,735	37,717	47%	!!	237,900	3,603	125,681	0	125,681	112,219	47%
446 PHOTOCOPYING	65,163	549	8,857	0	8,857	56,306	86%	!!	226,321	25,225	42,451	0	42,451	183,870	81%
447 PRINTING SERVICES	42,883	2,815	6,012	0	6,012	36,871	86%	!!	52,949	1,054	7,604	0	7,604	45,345	86%
448 AGENT FEE	135,326	7,115	171,181	0	171,181	(35,855)	-26%	!!	1,275,380	211,485	685,700	0	685,700	589,680	46%
450 GRANTS	89,827	0	0	0	0	89,827	100%	!!	62,350	0	0	0	0	62,350	100%
451 CULTURAL ENRICHMENT	10,232	0	0	0	0	10,232	100%	!!	8,060	1,435	1,578	0	1,578	6,482	80%
452 HONORARIA	17,647	1,000	1,200	0	1,200	16,447	93%	!!	13,342	800	2,080	0	2,080	11,262	84%
453 SCHOLARSHIPS	0	0	6,000	0	6,000	(6,000)	0%	!!	7,000	0	4,000	0	4,000	3,000	43%
457 GIFT / GIFT CERTIFICATES	5,093	186	373	0	373	4,720	93%	!!	2,472	151	473	0	473	1,999	81%
459 LAUNDRY								!!	0	0	110	0	110	(110)	
460 LICENCES	20,500	0	0	10,469	10,469	10,031	49%	!!	20,500	0	0	0	0	20,500	100%
461 FREIGHT AND CARTAGE	200	0	0	0	0	200	100%	!!	200	0	0	0	0	200	100%
462 SECURITY	100,434	15,621	41,759	13,691	55,449	44,985	45%	!!	100,282	32,726	59,959	15,850	75,808	24,474	24%
467 FLEET TELEMATICS	19,200	5,702	14,594	0	14,594	4,606	24%	!!	19,200	149	3,615	0	3,615	15,585	81%
468 CONTRACT SERV - FACIL	525,954	88,097	334,650	72,056	406,706	119,248	23%	!!	672,337	75,547	228,242	91,398	319,640	352,697	52%
469 MISCELLANEOUS SERVICES	1,868,993	346,048	569,265	547,907	1,117,172	751,821	40%	!!	2,696,239	308,630	768,419	322,507	1,090,925	1,605,314	60%
481 PORTABLE MOVES	60,000	0	20,940	0	20,940	39,060	65%	!!	60,000	0	0	0	0	60,000	100%
499 COST RECOVERIES	0	(2,500)	(3,627)	0	(3,627)	3,627	0%	!!	(1,019)	(600)	(6,823)	0	(6,823)	5,804	-570%
501 CAFETERIA FOOD	47,374	16,545	23,146	0	23,146	24,228	51%	!!	162,197	(5,621)	12,428	0	12,428	149,769	92%
503 WOOD	3,377	691	691	0	691	2,686	80%	!!	15,125	493	3,925	0	3,925	11,200	74%
504 METAL	0	75	596	0	596	(596)	0%	!!	6,436	251	662	0	662	5,774	90%
505 APPLIED TECHNOLOGY SUPPLIES	1,868	0	0	0	0	1,868	100%	!!	1,972	0	0	0	0	1,972	100%
506 DRAFTING								!!	122	64	64	0	64	58	48%
508 AUTOMOTIVE	0	254	254	0	254	(254)	0%	!!	2,937	65	619	0	619	2,318	79%
511 ADMINISTRATIVE SUPPLIES	185,353	22,733	66,123	0	66,123	119,230	64%	!!	348,625	44,203	93,666	0	93,666	254,959	73%
512 COPY/PRINTER SUPPLIES	59,630	19,840	28,093	0	28,093	31,537	53%	!!	197,211	20,742	42,923	0	42,923	154,288	78%
514 JANITORIAL SUPPLIES	403,383	74,212	142,696	0	142,696	260,687	65%	!!	403,383	59,281	166,697	64	166,761	236,622	59%
515 VEHICLE SUPPLIES	15,000	1,271	4,640	0	4,640	10,360	69%	!!	15,000	382	3,778	0	3,778	11,222	75%
516 MEDICAL SUPPLIES	2,293	1,504	2,675	0	2,675	(382)	-17%	!!	4,979	389	1,255	0	1,255	3,724	75%
518 VEHICLE FUEL PURCHASES	154,743	14,276	51,357	0	51,357	103,386	67%	!!	155,298	87	35,662	0	35,662	119,636	77%
519 INSTRUCTIONAL SUPPLIES	12,725,243	344,432	949,179	202,277	1,151,456	11,573,787	91%	!!	17,429,494	313,805	953,035	156,371	1,109,406	16,320,088	94%
520 BOOKS & GUIDES	870,664	40,690	73,669	0	73,669	796,995	92%	!!	595,465	48,609	105,121	1,130	106,251	489,214	82%
525 MAGAZINES & PERIODICALS	1,451	1,479	1,590	0	1,590	(139)	-10%	!!	3,505	99	566	0	566	2,939	84%
530 AUDIO VISUAL MATERIALS	0	166	166	0	166	(166)	0%	!!	14	0	0	0	0	14	100%
534 SOFTWARE	106,703	9,527	68,325	0	68,325	38,378	36%	!!	56,603	2,730	53,362	17,560	70,921	(14,318)	-25%
541 LIGHT & POWER	1,717,413	109,293	320,102	0	320,102	1,397,311	81%	!!	1,717,413	120,551	325,107	0	325,107	1,392,306	81%
551 GAS	1,090,848	2,425	(42,204)	0	(42,204)	1,133,052	104%	!!	1,090,848	10,206	(32,340)	0	(32,340)	1,123,188	103%
552 OIL	120,000	0	0	0	0	120,000	100%	!!	62,501	0	0	0	0	62,501	100%
561 WATER	432,060	77,102	194,784	0	194,784	237,276	55%	!!	432,060	66,150	183,664	0	183,664	248,396	57%
562 SEWER USER CHARGE	267,796	46,357	95,062	0	95,062	172,734	65%	!!	267,796	19,581	79,722	0	79,722	188,074	70%
563 STORMWATER	77,360	75,834	75,834	0	75,834	1,526	2%	!!	77,360	72,358	72,358	0	72,358	5,002	6%
572 GARBAGE DISPOSAL	216,810	27,025	51,533	0	51,533	165,277	76%	!!	216,810	20,276	51,727	0	51,727	165,083	76%
581 FURNITURE & EQUIP PURCH	800,724	58,002	481,862	71,725	553,587	247,137	31%	!!	949,311	59,503	169,424	105,251	274,675	674,636	71%
582 VEHICLE PURCHASES	98,206	0	59,486	0	59,486	38,720	39%	!!	98,206	0	10,100	0	10,100	88,106	90%
590 COMPUTER PURCHASES	1,548,667	105,970	384,200	68,332	452,532	1,096,135	71%	!!	1,205,882	41,675	120,840	49,089	169,929	1,035,953	86%
594 RECONCILIATION ADJUSTMENTS	0	3	1,417	0	1,417	(1,417)	0%	!!	0	0	(328)	0	(328)	328	
595 INTERFUND TRANSFER	100,000	0	0	0	0	100,000	100%	!!	639,270	0	0	0	0	639,270	100%
599 SUPPLIES RECOVERIES	(4,832)	(4,939)	(24,551)	0	(24,551)	19,719	-408%	!!	(96,262)	(2,934)	(19,287)	-	(19,287)	(76,975)	80%
TOTAL -- SERVICES & SUPPLIES	28,831,351	2,139,619	5,871,410	1,882,124	7,753,534	21,077,817	73%	!!	36,866,065	2,146,458	6,225,814	1,532,005	7,757,819	29,108,246	79%
GRAND TOTAL	222,467,073	20,888,876	47,924,975	1,882,124	49,807,100	172,659,973	78%	!!	228,457,776	19,665,153	48,191,148	1,532,005	49,723,153	178,734,623	78%

Office of the Associate Superintendent

Colin Roberts – Associate Superintendent

To: Operations Policy and Planning Committee
From: Colin Roberts, Associate Superintendent
Date: November 9, 2020
RE: BCTEA Transportation Agreement 2020-21

In accordance with Schedule G of the British Columbia Tripartite Education Agreement (BCTEA) and in partnership with local nations, districts are to develop transportation strategies that provide for the transportation of First Nation students attending BC public schools.

This is the second year of this arrangement where districts have been able to apply through the BCTEA for First Nation Student Transportation Funds to facilitate First Nation students' travel to and from school.

Both the Songhees Nation and the Esquimalt Nation have chosen "Option 1: Status Quo Plan Rollover" for the 2020-21 school-year, which involves the provision of the BC Transit U-Pass to all grade 9-12 on-reserve students.

The BCTEA Transportation agreements between the Esquimalt Nation and the District, and between Songhees Nation and the District, have now drafted. These agreements now require the signatures of the respective Nations' Chiefs and Directors, and the signature of the Board Chair before the documents are submitted to the Ministry of Education.

Colin Roberts
Associate Superintendent
Greater Victoria School District No. 61
Office: 250-475-4220

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FACILITIES SERVICES

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

Update for November 9th, 2020

Building Maintenance Services | Minor Capital | Major Capital
Operations | Transportation | Health & Safety

BUILDING MAINTENANCE SERVICES

- We have distributed over 500 plexi glass barriers and fabricated over 50 custom plexi glass barriers throughout the District in an effort to promote a safe working environment for all staff working in the District.
- We have begun working on asset expense tracking program to support Asset Retirement scheduling from future Capital funding. This will help with budget prediction and lower long term Maintenance costs on aging assets.
- There were 2,120 new Maintenance Service Requests created in the month of October and 2,240 Service Requests were closed.
- We have begun improving our level of service for playgrounds with increased inspection scheduling. This will help keep our playgrounds safer and improve their life cycle. This will also be part of the asset retirement program.
- VFA inspections are scheduled to kick off on Monday, November 9th. They will be traveling throughout the District to update our facilities condition levels at the Ministry level. This work will take approximately 3 months to complete.
- We are currently half way through the Ministry of Finance school inspections which are looking at our facilities based on loss prevention liabilities. This work should conclude before the Christmas break.
- We are currently developing a more in depth and active tree maintenance program. We currently inspect every tree annually and log for priority level for work required. We will be adding a layer of tracking costs associated and develop a plan for trees to be removed when they reach high cost/danger levels to be replaced with 2 trees for every 1 removed. New plantings will be done with consultation with schools and community. They will also be replanted in areas of our grounds that are better locations for longevity and safety in the future. We are committed to improving greening throughout the District.

- We currently have over 20 man hours a week dedicated to the search and removal of needles on school properties that are facing issues with drug use and trespassing. We will continue to monitor the level of man hours required and increase if needed.

MINOR CAPITAL

The Capital Facilities Employees have been extremely busy over the last few months. Below is a brief summary of some of the major projects completed or underway.

Oaklands – Outdoor Classroom

- Building Permit received and materials are being ordered

Artimus - Outdoor Classroom

- Public Consultation Complete
- Building Permit application submitted

Campus View POD Construction

- Final documents in process of being signed off
- Students will be back into the two remaining portables within the week

Lighting Upgrades

- The following 8 schools will have LED lighting upgrades in the 2020/21 school year
 - Eagle View, Doncaster, James Bay, Sir James Douglas, South Park, Lansdowne, Reynolds and Mt. Doug

Lansdowne South

- Playground just arrived and will be installed shortly
- Bike Racks – installed
- Dance Floor installation underway

Inclusive Learning Spaces

- Drawings and prep being complete for following sites,
 - South Park
 - Macaulay
 - Lansdowne North & South
 - Hillcrest
 - Gordon Head

Child Care Studio Progress

- Tillicum
 - Two studios and parking lot scheduled for completion January 2021
- Macaulay
 - Scheduled to complete project in January 2021



- Campus View
 - Site prep awarded and building underway



- Vic West
 - Two studios and parking lot complete and in process of licensing
- Following sites were just awarded building permits
 - Oaklands
 - George Jay
- Following site waiting on building permit approval
 - Braefoot
- Following sites are in the design stage
 - Marigold
 - Eagle View
 - View Royal
- Following locations awarded (MCFD has not officially announced)
 - McKenzie
 - Lake Hill
 - Hillcrest
 - Sundance

MAJOR CAPITAL

Vic High abatement work is well underway and as such construction work waits (outside of a lot of prep work) is waiting for the abatement to be concluded.

A sample of materials removed for abatement



Typical sample of corridors having been stripped for abatement



While digging under one of the original classrooms to prepare for concrete bases as part of the seismic upgrade, an item was found that caused a stoppage for a brief period of time.



Excavation found a large portion of bone under the floor. It was determined the material being removed (5' depth) was from back fill during time of construction. A local firm was contacted to do an assessment of the bone and it was discovered it is likely off a cow that had been buried on the lot around the original construction site. Our Contractor received the go ahead to continue after a days delay.

Cedarhill Middle, Shoreline and Craigflower remain status quo as we work through documents for the Ministry and verifying with our Quantity Surveyor where costing is for the projects to ensure submissions are up to date.

OPERATIONS

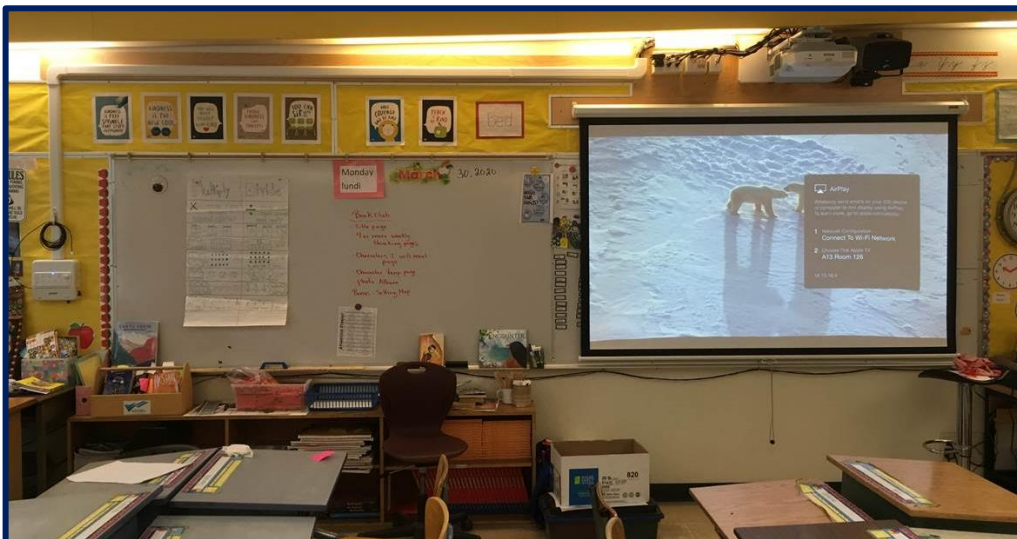
Greater Victoria School District Custodians continue to maintain the standard of daily disinfection. We continue to use conventional spray bottle and handheld or backpack electrostatic sprayers to get to every surface at least once per day. With new federal funding, we hired 10 more custodians in order to train them quickly for the increased hours in November. These additional hours will ensure that our day custodians have extra resources for the replenishment of hand sanitizer and spray disinfectant in all spaces.

The administration team has worked diligently to revise the custodial runs to absorb 10 more temporary positions into the custodial workforce.

NETWORKS, COMMUNICATIONS and SECURITY SYSTEMS

The month of October turned into a month dedicated to maintenance. My team worked on over 300 Service Requests, roughly 250 of those were minor maintenance issues. We have been working to support the teachers in their classroom by making simple modifications to the teaching station to make it more comfortable for teaching in this time of Covid 19. We are working to bring the existing Front Row voice amplification systems back into use after sitting dormant in the classrooms for the past few years and we have also been able to move ahead on updating some of the older classroom projection technology to our current district standard. The networking team has also been working with the IT department to deal with the Wi-Fi issues that the schools are experiencing this year and played a key role in locating the problem. We also have multiple schools preparing to go through the Managed Print Services project over the next few months so we are getting ahead of that so that the transition is smooth and non-intrusive. We have also been able to move ahead on some of the large gym projection / sound systems projects at Monterey, Tillicum and Eagle View.

Here is a typical Tec 1.0 package that has now been upgraded with a pilot control box and apple TV to give it the same capabilities as the current Tec 3.0 package.



TRANSPORTATION

Transportation has been busy again this month.
We have started using our own buses on two district routes.
View Royal and Colquitz schools both have morning and afternoon scheduled pick-ups using our buses and drivers!

We are also starting to perform field trips for SD61 schools.
An introductory email was sent to all principals and Vice Principals with instructions on how to request a field trip. First come first serve basis depending on bus availability.
At this time we are charging \$60/hour with no km rate. We have had some response but not as much as I was expecting.

We are also doing regular bus moves of the Baseball Academy from Lambrick and we are starting the Fairey Tech to SJ Willis moves next week.

After what we consider a rocky start-up due to numerous schedule changes and revamps and additions we are finally at a point where transportation is running very smoothly.

Fleet wise we have been busy adding to our aged fleet. In the last few months we have purchased a roofing truck and a 16' flat deck, both used but in very good condition. These vehicles will assist with our numerous projects and repairs.

OCCUPATIONAL HEALTH and SAFETY

Items:

- 2018-2019 Island EHS IAQ Review/Follow up (WorksafeBC)
- Revisit Invite and process for tracking, JOHS Committee Training
- DOHS Recommendation follow up
- Safety Hub Software
- Chemistry Lab/Shop Inspection with Nortek Consultant
- Facilities communication safety board
- Accounts (Bass orientation, budget transfer and update)
- Ergonomic assessment and accommodations
- Annual hearing (Hearing Connect) set up for 2021
- Manage finance (admin support on medical leave)

Priority (October 2020)

- Execution Plan – Facilities Health & Safety Management System

Halloween

Throughout the district there was very little if any, damage. We had guards at some sites and alarm response as normal.

Our construction sites were left alone as well. A few Goblins running around but that is the extent of it all.



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

Office of Trustee Diane McNally

To: Operations Policy and Planning Standing Committee

From: Trustee Diane McNally

Re: Report Menu and Submenus SD61 Website, OPPS Agenda Nov 9/20

Date: November 2, 2020

Background

Trustees, parents, and other partners / stakeholders spend a frustrating amount of time searching through agendas and minutes, even when using the “search” function, to find specific information reports and updates from the District Team, Facilities, Senior Administration, and other staff who present reports to the Board. There is a “Reports” menu under “Our District” high level menu, but very few reports are filed there.

Rationale

A submenu repository for all reports made to the Board or Standing Committees would not create additional work for staff once the menus are set up by IT, while significantly simplifying the work of Trustees, as well as creating additional transparency and ease of access to critical information for partners and stakeholders. Student Representatives, who are already busy, will be able to find information that affects their learning, an aspect of student engagement particularly applicable at the secondary level. All reports from staff are critical information and should be easily and quickly available online.

Alignment With Strategic Plan

- Aligns with Core Value “Transparency”: “Accountable for decisions we make and how we make them”
- Aligns with Core Value “Engagement”: “We work to actively engage students in their education and make them feel more connected to their learning”
- Aligns with Core Value “Partnerships”: “Open and respectful partnerships”

Recommendation

That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the “Our District” menu, between “Provincial School Act” and “Trustee Elections”, and

Further, that the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report.

TO: Operations Planning and Policy Committee

FROM: Trustee Rob Paynter

RE: Budget allocation process

DATE: 09 November 2020

Background:

In [Moore v. British Columbia \(Education\)](#)¹ the Supreme Court ruled unanimously in favour of the legal rights of students with learning disabilities to receive an education that gives them an opportunity to develop their full potential². The additional services that such students, and by extension, all students with disabilities should receive represent:

the ramp that provides access to the statutory commitment to education made to all children in British Columbia.

The BC Human Rights Tribunal's explanatory content reflects the *Moore* decision in its characterization of discrimination with respect to [Human Rights in Services, Facilities and Accommodations](#)³, as discrimination can occur in the negative form by treating a person the same as others which consequently has a negative effect on them, by denying needed specialized services.:

For example: A child with a disability does not receive meaningful access to educational services.

The Justices further clarified that financial limitations were not a factor in limiting access to these services insofar that other financial decisions were available.

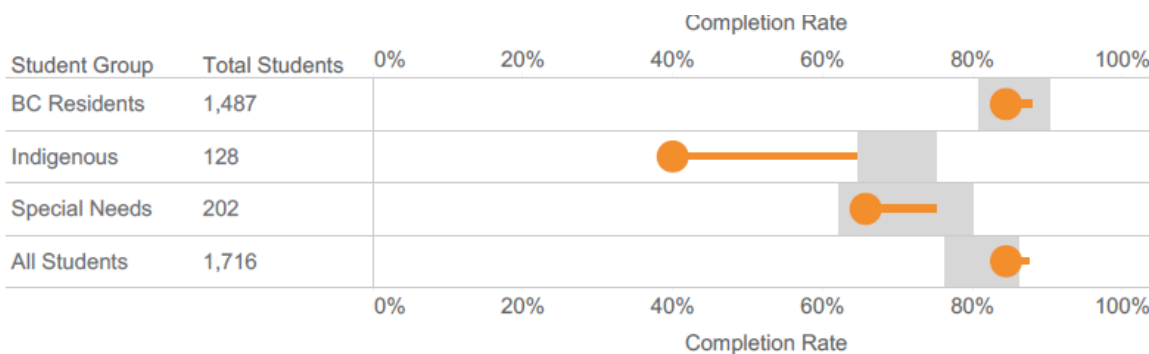
¹ Web address: <https://scc-csc.lexum.com/scc-csc/scc-csc/en/item/12680/index.do>

² Web address: <http://www.ldao.ca/educational-implications-of-recent-supreme-court-ruling/>

³ Web address: <http://www.bchrt.bc.ca/human-rights-duties/services.htm>

Rationale:

The duty to accommodate is a high bar for institutions responsible for delivering public services. This duty is not limited simply to providing services, but to delivering the services necessary for impacted students to achieve results comparable to their typical counterparts. Consequently, successful accommodation of students should not be measured in the provision of services alone but the extent to which those services enable students to achieve their full potential. One metric to evaluate the achievement of such a standard is graduation rates. Consider the disparate outcomes for students with designations in comparison to all students.



[2020 School District Report SD061](#)⁴

However, more timely indices will be tied to performance in the course of students' educational progression, for example mastery of grade level course curriculum, which allows for targeted interventions when needed.

One statistic that does speak to challenges in delivering timely and effective support to students with disabilities is the rate of designation. During a 20-year period, between 1996/97 and 2016/17, the percentage of special education designations on average doubled between Grade 3 and Grade 6⁵. Specific learning disability (Cat. Q) is responsible for approximately 40% of all Special Education designations and is infrequently identified prior to grade 3 or 4. This may be based on a belief that "They'll grow out of it" and that many students will eventually develop age appropriate numeracy and literacy skills. This view results in delayed support for a significant number of students. Students identified in Grade 4 have already lost much of the benefit of instruction delivered in the four previous years and consequently face significant obstacles just to close the gap with their peers let alone meet grade level expectations.

Recent improvements in screening tools, largely driven by legislation in most American states that require early screening for learning disabilities, mean that it is now possible to undertake inexpensive population level screening as early as grade 1 and 2. A similar growth in focused

⁴ Web address: <https://studentsuccess.gov.bc.ca/school-district/061>

⁵ Based on data drawn from Data BC: Student headcount by Special Education Designation: <https://catalogue.data.gov.bc.ca/dataset/bc-schools-student-headcount-by-grade> and BC Schools Student headcount by grade: <https://catalogue.data.gov.bc.ca/dataset/bc-schools-student-headcount-by-grade>

intervention tools means that there are far more options to support struggling students available now than there have been in the past. There is credible evidence to suggest that early intervention can do much to minimize the initial differential between struggling and typical learners and enable struggling students to more effectively meet grade level expectations.

A second broad category that directly impacts student performance is poverty. Research has demonstrated that poverty can significantly delay childhood neurological development. The stress of living in poverty can further tax the capacity of students to learn or retain information⁶. Local research, for example the Early Development Instrument, helps to inform district and school level planning to respond effectively to this challenge. It is worth noting that in several regards, the district has demonstrated considerable leadership; for example, distributing more meals during the initial stages of the COVID-19 outbreak than anywhere else. In other respects what might be considered best practices are already demonstrated in some schools yet have not been established as standards at the district level.

Although ameliorating poverty is not the responsibility of the Ministry of Education or school districts and Boards of Education, more can and should be done by the district and the Board to support students impacted by poverty. It has previously been identified that the current meal program does not actually reach all students in need. While a remedy to this situation is understood to be underway, it seems only reasonable to ensure that all resources dedicated to Equity of Opportunity are fully utilized for the intended student population and that such additional funding as is necessary to enable them to fully access public education is provided.

In conclusion, this proposal is intended to define a different worldview when it comes to allocating our scarce resources in a manner that demonstrates our commitment to equity and delivers opportunities for each student to fulfill their potential and pursue their aspirations.

Alignment to the Strategic Plan: This proposal aligns with:

Goal 1

Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

Strategy 2:

Engage and collaborate with students, families and staff to provide an inclusive learning environment that will enhance and support student learning, identities and well-being.

Strategy 3:

Address the inequity of outcomes for diverse learners in literacy, numeracy, engagement and completion rates.

⁶ Poverty Impedes Cognitive Function, published in Science:
<https://science.sciencemag.org/content/341/6149/976>

Recommendation:

That the Board of Education of Greater Victoria (School District 61) direct the Superintendent to develop an annual budget process that targets the supports needed for vulnerable students (specifically students requiring special education assessments, those with special education designations and students living in poverty) to fulfill their potential and pursue their aspirations as the primary objective, followed by allocation of remaining resources on a per student basis. FURTHER, that the District:

- Make standard the use of early screening tools to identify learning difficulties and behavioural or developmental challenges;***
- Provide additional staff time to support early intervention programming at the K-5 level;***
- Actively participate in delivering wrap-around programming and support for students including inclusive childcare, after school programming, and family support programs where appropriate, through engaged cooperation with provincial agencies, municipalities and community associations.***