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

Monday, February 22, 2021, 7:30 p.m.
Broadcasted via YouTube
https://bit.ly/3czx8bA

Pages

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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 February 22, 2021 agenda be approved.

A.3. Approval of the Minutes 13

Recommended Motion:
That the January 25, 2021 Regular Board minutes be approved.

A.4. Business Arising from the Minutes

A.5. Student Achievement

a. Oaklands Elementary School - Petra Eggert, Principal

A.6. District Presentations

A.7. Community Presentations

(5 minutes per presentation)

a. Anja Rebstock , SD61 Strings Teacher, District Strings Program

b. Serena Samra, SD61 Parent, District Strings Program

c. Kasey Chen, Mt. Douglas High School Student, District Strings Program

B. CORRESPONDENCE

B.1.	January 14, 2021, SD47 to Minister of Education, Funding for Youth Trades Training	31
B.2.	January 21, 2021, SD74 to BCSTA, BC Public Sector Executive Compensation Freeze	33
B.3.	January 25, 2021, SD42 to Ministers of Finance and Education, COVID Related Funding for 2021-2022	34
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B.5.	February 3, 2021, SD69 to Minister of Education, FSA Testing	38
B.6.	February 3, 2021, BCSTA to Minister of Transportation and Minister of Education, Safe Routes to Schools	39
B.7.	February 3, 2021, BCSTA to Minister of Finance, Public Sector Executive Wage Freeze	41
B.8.	February 3, 2021, BCSTA to Minister of Advanced Education and Minister of Education, Funding for Trades	43
B.9.	February 10, 2021, BCSTA to Minister of Education, Action on Anti-Black Racism	45
B.10.	February 10, 2021, BCSTA to Minister of Education, Teacher Regulation Branch Response Time	47
B.11.	February 10, 2021, BCSTA to Minister of Public Safety and Minister of Education, Funding Education in Correctional Facilities	49
B.12.	February 17, 2021, VCPAC to SD61, Meetings	51
B.13.	February 17, 2021, VCPAC to SD61, Review of Bylaw 9330.1 Appeals Process	52

C. TRUSTEE REPORTS

C.1. Chair's Report

a. February Report 54

b. Annual Workplan: March 56

C.2. Trustees' Reports

(2 minutes per verbal presentation)

a. Trustee Ferris - BCPSEA Representative Report 58

b. Trustee McNally - Indigenous Nations Education Council Representative Report 59

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

a. Draft minutes from the February 1, 2021 meeting - Information only 61

b. Recommended motion from the February 1, 2021 meeting 66

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) commit to an annual elementary school investment in literacy according to each elementary school's unique needs, and in alignment with the Strategic Plan, using the "Coach Approach", Reading Recovery or other established literacy program;

AND FURTHER

That the Board consider an amount of $530,000 in its 2021-2022 budget deliberations to align to the Strategic Plan and a literacy focus.

D.2. Operations Policy and Planning Committee

a. Draft minutes from the February 8, 2021 meeting - Information only 68

b. Recommended motions from the February 8, 2021 meeting

a. Policy Development Workflow 82

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) adopt the policy development workflow as presented by the Policy Sub-Committee.

b. Abandonment of Policies 85

Recommendation:
That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 6142.03, 6151, 6161.2, and 6164.1;

AND FURTHER THAT

The Board refer Policies 6145.01, 6145.02, 6161.1, 6162.5, and 6163.1 to the Superintendent for administration manual consideration.

c. Draft Bylaw 9360, General Meeting of the Board 95

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve revised Bylaw 9360, *General Meeting of the Board.*

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9360, *General Meeting of the Board* at the meeting of February 22, 2021.

Motion to be Carried Unanimously

Recommended Motion:
That Bylaw 9360, *General Meeting of the Board* be:

Read a first time the 22nd day of February, 2021;

Read a second time the 22nd day of February, 2021;

Read a third time, passed and adopted the 22nd day of February, 2021.

d. Proposed 2021-22 School Calendar

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2021/2022 school calendar on the School District's website for a period of one month:

2021/2022 School Calendar*

School Opening
September 7, 2021

First non-instructional day
September 27, 2021

Thanksgiving
October 11, 2021

Second non-instructional day
October 22, 2021 (Province wide)

Remembrance Day
November 11, 2021

Third non-instructional day
November 12, 2021

Schools close for Winter vacation
December 17, 2021

Schools re-open after Winter vacation
January 4, 2022

Fourth non-instructional day
February 18, 2022

Family Day
February 21, 2022

Schools close for Spring vacation
March 18, 2022

Schools re-open after Spring vacation
April 4, 2022

Good Friday
April 15, 2022

Easter Monday
April 18, 2022

Fifth non-instructional day
May 20, 2022

Victoria Day
May 23, 2022

Administrative Day and School Closing
June 24, 2022

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

e. Victoria High School: Video Surveillance Cameras 112

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve the installation of 4 video cameras in 2 locations at the Victoria High School construction site as presented.

f. Letter to Ministry Of Education Re: Net Zero Capital Funding 148

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.

g. Website Search Function 151

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) direct the Information Technology for Learning Department to seek a solution to public and Trustee requests to access Board and Committee Meeting reports and attachments, with ease, via the public District website.

c. Draft Bylaw 9130.4 Policy Sub-Committee 152

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) agrees to give two readings to Bylaw 9130.4 at the meeting of February 22, 2021.

Recommended Motion:
That Bylaw 9130.4 be:

Read a second time the 22nd day of February, 2021;

Read a third time, passed and adopted the 22nd day of February, 2021.

D.3. Audit Committee Report 154

a. Recommended motion from the February 9, 2021 meeting

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) accept the December 2020 Quarterly Financial Report as presented to the Audit Committee.

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report 160

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

b. Trustee Questions 161

E.2. Secretary-Treasurer's Report

a. Monthly Report 162

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

b. Bylaw 2021-02 - Victoria High School Seismic Upgrade: Statutory Right of Way

Recommended Motion:
WHERAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the "Minister");

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 (the "Order") requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board, but the Order does not require the Minister's approval of a right-of-way or covenant;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw, and the granting of a statutory right-of-way or a covenant is a disposal of an interest in land;

AND WHEREAS:

1. The Board of Education of School District No. 61 (Greater Victoria) (the "**Board**") operates Victoria High School (the "**School**") in Victoria, British Columbia, on lands comprised of twenty-four separate legal parcels (the "**School Site**");
2. The Board is the registered owner of one of the parcels comprising the School Site (the "**Board Parcel**");
3. The Corporation of the City of Victoria (the "**City**") is or is in the process of becoming the registered owner of the parcels other than the Board Parcel that comprise the School Site, all of which are used and administered by the Board for educational purposes;
4. The City proposes to consolidate the parcels comprising the School Site other than the Board Parcel into a single parcel of land (the "**Consolidation**");
5. The Board requires from the City a Development Variance Permit and a Building Permit (collectively, the "**Permits**") to complete a seismic remediation of and

addition to the School, and as a condition of the Permits being granted the City requires that the Board construct certain road frontage improvements around the School Site (the "**Works**");

6. The City has asked the Board to grant in favour of the City a Statutory Right-of-Way in respect of the Works that is 09 meters wide along the northern portion of the Board Parcel adjacent to Gladstone Street (the "**Board SRW**"), and that the Board agree to prepare for execution by the City and attend to the registration of a Statutory Right of Way or Statutory Rights of Way in respect of the Works fronting the remainder of the School Site (the "**City SRWs**"), all as shown generally in Schedule A attached hereto;

7. The address of the School Site is 1260 Grant Street, Victoria, B.C., V8T1C2 and the Facility Number of the School Site is 6161018;

8. The legal description of the Board Parcel is:

Parcel Identifier: 009-698-434
Parcel A (DD 58777I) of Section 54, Spring Ridge, Victoria City;

1. The Board proposes to enter into a written agreement with the City (the "**SRW Agreement**") that upon issuance of the Permits, the Board will grant and register the Board SRW, and the Board will attend to the preparation and registration of the City SRWs concurrently with the completion of the Consolidation, provided that if the Consolidation has not been completed within one year after the Permits are issued, then the Board will attend to the preparation and registration of the City SRWs promptly upon request by the City and prior to completion of the Consolidation; and

2. The Board is satisfied that entering into and completing its obligations under the SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, will not interfere with the use by the Board of the School Site for educational purposes;

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board entering into and completing its obligations under the

SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, be and are hereby authorized, ratified and approved.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized on behalf of the Board to execute and deliver the SRW Agreement, the Board SRW, and all such amendments thereto and all related and ancillary documents as the Secretary-Treasurer may, in her discretion, consider advisable.

This Bylaw may be cited as “School District No. 61 (Greater Victoria) Victoria High School Right-of-Way Bylaw 2021-02”.

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the Victoria High School Right-Of-Way Bylaw 2021-02 at the Regular Board meeting on February 22, 2021.

Read the first time the 22nd day of February, 2021;

Read a second time the 22nd day of February, 2021;

Read a third time, passed and adopted the 22nd day of February, 2021;

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

c. 2020-2021 Amended Annual Budget 167

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2020-2021 Amended Annual Budget Bylaw at the Regular Board meeting on February 22, 2021.

Motion to be Carried Unanimously

Recommended Motion:
That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2020-2021 in the amount of $268,408,578 be:

Read a first time the 22nd day of February, 2021;

Read a second time the 22nd day of February, 2021;

Read a third time, passed and adopted the 22nd day of February, 2021;

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

F. QUESTION PERIOD

(15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting - January 25, 2020 212

G.2. Record of Special In-Camera Board of Education Meeting - February 3, 2021 213

G.3. Record of Special In-Camera Board of Education Meeting - February 8, 2021 214

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

a. Trustee McNally - Letter of Support re Mask Mandate

Recommended Motion:
That the Board direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools that includes mask wearing by students K-12, staff, and any adults in school buildings in all school spaces, with exceptions on a case by case basis.to be made by principals, with a documented reason for an exemption.

H.2. Notice of Motions

I. ADJOURNMENT

Recommended Motion:
That the meeting be adjourned.

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

MINUTES

January 25, 2021, 7:30 p.m.

Trustees Present:	Jordan Watters, Board Chair, Elaine Leonard, Vice-Chair, Nicole Duncan, Tom Ferris, Angie Hentze , Diane McNally, Ryan Painter, Rob Paynter, Ann Whiteaker
Administration:	Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director, Facilities Services, Andy Canty, Director, Information Technology for Learning, Lisa McPhail, Communications and Community Engagement Manager , Vicki Hanley, Recorder

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A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:31 p.m.

A.1 Acknowledgement of Traditional Territories

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

Chair Watters provided the email address for agenda item F. Question Period.

A.2 Approval of the Agenda

Moved by Trustee Whiteaker
Seconded by Trustee Duncan

That the January 25, 2021 agenda be approved with the following addition:

B. Correspondence:

B.10 January 24, 2021, My Place Transition Shelter Neighbourhood Group to SD61, Renewal of Lease at 1240 Yates St.

Motion Carried Unanimously

Moved by Trustee McNally
Seconded by Trustee Duncan

That the January 25, 2021 agenda be approved with the following addition:

H.1.b. Trustee McNally - School Masks Mandate Motion

Motion Carried Unanimously

Moved by Trustee Duncan
Seconded by Trustee McNally

That the January 25, 2021 agenda be approved with the following addition:

B. Correspondence:

B.11 January 13, 2021 GVTA Letter to Superintendent Green, COVID Related Health and Safety Measures in Schools

For (7): Trustee Duncan, Trustee Ferris, Trustee Hentze, Trustee McNally, Trustee Painter, Trustee Paynter, and Trustee Whiteaker

Abstain (2): Trustee Watters, and Trustee Leonard

Motion Carried (7 to 0)

Moved by Trustee Duncan
Seconded by Trustee McNally

That the January 25, 2021 agenda be approved with the following change:

H.1. a and H.1.b be moved to D.4 and D.5

For (6): Trustee Duncan, Trustee Ferris, Trustee Hentze, Trustee McNally, Trustee Paynter, and Trustee Whiteaker

Against (3): Trustee Watters, Trustee Leonard, and Trustee Painter

Motion Carried (6 to 3)

Moved by Trustee Painter
Seconded by Trustee Duncan

That the January 25, 2021 agenda be approved, as amended.

Motion Carried Unanimously

A.3 Approval of the Minutes

Trustee McNally requested that the December 14, 2020 meeting minutes be amended under agenda item C.2.b. to reflect '*Council'* and not '*Committee'*.

Moved by Trustee Painter
Seconded by Trustee Hentze

That the December 14, 2020 Regular meeting minutes be approved, as amended.

Motion Carried Unanimously

A.4 Business Arising from the Minutes

Trustee Whiteaker requested an update from Secretary-Treasurer Morris with respect to Section 72 Reports, as it relates to agenda item G. Public Disclosure of In-Camera Items, and the opinion requested from legal counsel at the BCSTA. Secretary-Treasurer Morris advised that no advice has been offered to date. Trustee Whiteaker further stated that she would provide a Notice of Motion with regards to this item.

Trustee Whiteaker requested an update from Superintendent Green with respect to E.1.c. and the response to the letter received from VCPAC on November 18,2020. Superintendent Green provided an update.

A.5 Student Achievement

a. Spectrum Community School

Chair Watters welcomed Bruce Bidney, Principal of Spectrum Community School. Principal Bidney introduced Vice-Principals, Heather Brown and Jen Wignall and the three provided a presentation entitled "Building a School Goal" which centered around data and focusing on personal and academic success, social emotional needs, belonging and community.

Chair Watters thanked Principal Bidney and Vice-Principals Brown and Wignall for attending and presenting to Trustees.

A.6 District Presentations

None

A.7 Community Presentations

None

B. CORRESPONDENCE

B.1 December 2, 2020, SD72 to Minister of Education, covid vaccination

B.2 December 11, 2020, BCSTA to Minister of Education, Provincial Council Motions and Priorities

B.3 December 16, 2020, SD61 to VCPAC, Letter of Response

B.4 December 16, 2020, SD42 to Minister of Education, Congratulations on Appointment

B.5 December 17, 2020, SD48 to Minister of Finance, Executive Compensation Freeze

B.6 December 17, 2020, SD69 to Minister of Education, FSA Testing Cancellation

B.7 December 21, 2020, District of Oak Bay to SD61, Municipal Council Liaison

B.8 January 4, 2021, Strawberry Vale Students to the Board, Budget/Outdoor Education

Chair Watters highlighted the letter received from Strawberry Vale Elementary School students and suggested that the letter be referred to the budget process for feedback.

Moved by Trustee Watters
Seconded by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) forward the January 4, 2021 correspondence from Strawberry Vale Elementary School students to the Secretary-Treasurer to be included in the budget review process for feedback.

Motion Carried Unanimously

B.9 January 7, 2021, SD5 to Minister of Education, FSA Testing

B.10 January 24, 2021, My Place Transition Shelter Neighbourhood Group to SD61, Renewal of Lease at 1240 Yates Street

Trustee Whiteaker advised that she received a letter from My Place Transition Shelter Neighbourhood Group and added it to correspondence at the call of the agenda. Trustee Whiteaker requested that a response be sent. Superintendent Green stated that she would respond and will advise the group how to formally send correspondence to all Board members in the future.

B.11 January 13, 2021, GVTA to Superintendent Green, COVID Related Health and Safety Measures in Schools

Trustee Duncan requested to know how the District will respond to the January 13, 2021 correspondence from the GVTA regarding improving COVID related safety measures in schools. Superintendent Green advised that she had met with the GVTA and went through the items of concern in the correspondence and provided a brief outline of the discussion.

C. TRUSTEE REPORTS

C.1 Chair's Report

a. January Report

Chair Watters presented her report and highlighted that Kindergarten registration begins this week. Chair Watters responded to questions from Trustees with regards to the January 22, 2021 Ministry of Education partner liaison meeting, the BCSTA COVID working group committee and her meetings with the Mayor from View Royal, relative to the Shoreline/Craigflower consultation, and City of Victoria.

b. Annual Workplan: February

Chair Watters presented the Board Work Plan for February 2021 for information.

C.2 Trustees' Reports

a. Trustee McNally

Trustee McNally provided a verbal report of her attendance at the Indigenous Nations Education Council meeting, including meeting frequency, and provided a list of books she has been reading.

b. Trustee Duncan

Trustee Duncan presented her report and highlighted that January 28th is Data Privacy Day. Trustee Duncan extended her gratitude to the staff and students of Oaklands Elementary School for their holiday messages and invitations prior to the winter break and advised of her participation in School Police Liaison Officer Committee meetings.

C.3 BCSTA AGM - Motions Submission

a. Ministry Capital Funding of Net Zero

Trustee Painter advised that as the Board representative to BCSTA, he would be submitting recommended motions on behalf of the Board to the BCSTA AGM. Trustee Hentze directed Trustees to her recommended motion and provided a rationale. Discussion ensued amongst District stakeholder and Trustees.

Moved by Trustee Hentze
Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the following motion for submission to the 2021 BCSTA AGM:

"That the BCSTA urge the Ministry of Education and the Minister of Finance to fully fund net zero capital upgrade and replacement projects effective immediately."

Motion Carried Unanimously

D. BOARD COMMITTEE REPORTS

D.1 Education Policy and Directions Committee

a. Draft minutes from the January 4, 2021 meeting

The draft minutes from the January 4, 2021 Education Policy and Directions Committee meeting were presented for information.

b. Recommended motion from the January 4, 2021 meeting

Trustee Painter referred to the January 4, 2021 meeting minutes and presented one recommended motion.

That the Board of Education of School District No. 61 (Greater Victoria) approve the new Board Authority Authorized Course: Aviation Maintenance 12.

Motion Carried Unanimously

D.2 Operations Policy and Planning Committee

a. Draft minutes from the January 11, 2021 meeting

The draft minutes from the January 11, 2021 Operations Policy and Planning Committee meeting were presented for information.

b. Recommended motion from the January 11, 2021 meeting

Trustee Leonard referred to the January 11, 2021 meeting minutes and presented one recommended motion.

That the Board of Education of School District No. 61 (Greater Victoria) adopt Bylaw 9130.4, *Audit Sub-Committee* as presented.

Discussion ensued amongst the Trustees with a recommendation being made to amend point #5 of the Bylaw.

Amendment:
Moved by Trustee Paynter
Seconded by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) adopt Bylaw 9130.4, with the following amendment:

#5. That the Audit Sub-Committee report to the Operations Policy and Planning Committee or Education Policy and Directions Committee, as appropriate.

For (6): Trustee Duncan, Trustee Ferris, Trustee Hentze, Trustee McNally, Trustee Painter, and Trustee Paynter

Against (2): Trustee Watters, and Trustee Leonard

Abstain (1): Trustee Whiteaker

Motion Carried (6 to 2)

Further discussion ensued amongst the Trustees with a suggestion being made to amend the amended motion with regards to point #5.

Amendment:
Moved by Trustee Duncan
Seconded by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) adopt Bylaw 9130.4, *Audit Sub-Committee*, to include the following amended wording for point #5.

5. Prior to reporting to the Board of Education, the Audit Sub-Committee shall report to the Operations Policy and Planning Committee or the Education Policy and Directions Committee, as appropriate.

Motion Carried Unanimously

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

That the Board of Education of School District No. 61 (Greater Victoria) adopt Bylaw 9130.4, *Audit Sub-Committee*, as amended.

Motion Carried Unanimously

D.3 Advocacy Committee Report

Trustee Whiteaker advised that she was seeking direction from the Board with regards to the future of the Advocacy Committee. Discussion relative to the committee being inactive until such time there is a specific task. Trustee Whiteaker advised that she would prepare and provide a recommended motion and bring it to a future meeting.

D.4 Trustee Duncan - Climate Accountability Working Group

Trustee Duncan presented the motion and provided rationale. Stakeholders and Trustees engaged in discussion.

Superintendent Green reminded the Board about current commitments: Renaming George Jay, Craigflower/Shoreline consultation, Budget, Police Liaison Officer Committee, Equity Scan, and the Board's focus on the Strategic Plan. Superintendent Green advised regular updates would be coming to the Operations Policy and Planning Committee from the Energy Manager.

Moved by Trustee Duncan
Seconded by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish a Climate Accountability Working Group comprised of representatives from our stakeholder groups, including: staff, students, parents and representatives from First Nations along with Trustees in order to identify potential actions to minimize School District greenhouse gas emissions, plans to continue to minimize those emissions and to meet our obligations under the Climate Accountability Act and CleanBC.

For (4): Trustee Duncan, Trustee McNally, Trustee Paynter, and Trustee Whiteaker

Against (5): Trustee Watters, Trustee Leonard, Trustee Ferris, Trustee Hentze, and Trustee Painter

Motion Defeated (4 to 5)

D.5 Trustee McNally - Report Menu and Submenus SD61 Website

Trustee McNally presented the motion and provided rationale.

Moved by Trustee McNally
Seconded by Trustee Whiteaker

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.

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

Amendment:
Moved by Trustee Whiteaker
Seconded by Trustee McNally

That the 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" be amended to strike the first paragraph of the motion and amend the second paragraph to read "*That the Superintendent develop a process by June 2021, with staff, that will ensure that all public reports are searchable in a database.*"

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

Amendment:
Moved by Trustee Painter

That the 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" be amended to strike the first paragraph and amend the second paragraph to say "*That the*

Superintendent develop a digital solution by June 30, 2021, with staff, that will ensure that all public reports are accessible."

Further discussion ensued amongst Trustees with a suggestion being made to refer the motion and discussion to the February 8, 2021 Operations Policy and Planning Committee meeting and task the Information for Technology Director to provide recommendations.

Amendment:
Moved by Trustee Ferris
Seconded by Trustee Leonard

That the 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" be referred to the February 8, 2021 Operations Policy and Planning Committee meeting for Information Technology for Learning to wordsmith.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1 Superintendent's Report

a. Monthly Report

Superintendent Green presented the report. Trustee McNally requested minutes from the Equity Committee be posted. Superintendent Green advised that a full report would be coming to the February 1, 2021 Education Policy and Directions Committee meeting.

Moved by Trustee Painter
Seconded by Trustee Leonard

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

Motion Carried Unanimously

b. Trustee Questions

Secretary-Treasurer Morris responded to a question from Trustee McNally with respect to the District Shops Audit Report.

Trustee McNally requested that the Ministry of Education Safe Return to School Grants Report be shared with the Board and the public.

Moved by Trustee McNally
Seconded by Trustee Duncan

That the interim report from the Ministry of Education with respect to the Safe Return to School Grants for School District No. 61 be shared with the Board of Education as soon as possible.

For (4): Trustee Duncan, Trustee McNally, Trustee Paynter, and Trustee Whiteaker

Against (5): Trustee Watters, Trustee Leonard, Trustee Ferris, Trustee Hentze, and Trustee Painter

Motion Defeated (4 to 5)

E.2 Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Morris presented the report.

Moved by Trustee Painter
Seconded by Trustee Ferris

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

Motion Carried Unanimously

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

Director of Facilities Services Morris provided an explanation to Trustees with respect to the need for a Bylaw to cover a Statutory Right of Way in favour of BC Hydro and Power Authority at

Macaulay Elementary School. Discussion ensued amongst the Trustees with questions of clarification being asked of Director Morris.

Moved by Trustee Leonard
Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the granting of a Statutory Right-of-Way to British Columbia Hydro and Power Authority for the purpose of installing expanded services at Macaulay Elementary School, legally described as Lot 15, Block 20, Section 11, Esquimalt District, Plan 195A, PID 009-290-371.

Motion Carried Unanimously

Moved by Trustee Leonard
Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of Disposal (Right-of-Way) of Real Property Bylaw No. 21-01 at the January 25, 2021 Board meeting.

Motion Carried Unanimously

Moved by Trustee Leonard
Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) Disposal (Right-of-Way) of Real Property Bylaw No. 21-01, being a bylaw to grant a Statutory Right-of-Way to British Columbia Hydro and Power Authority on the property legally described as Lot 15, Block 20, Section 11, Esquimalt District, Plan 195A, PID 009-290-371, for the purpose of installing expanded services at Macaulay Elementary School.

Read a first time the 25th day of January, 2021;

Read a second time the 25th day of January, 2021;

Read a third time, passed and adopted the 25th day of January, 2021;

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

Motion Carried Unanimously

F. QUESTION PERIOD

Q: Re: Climate Action Plan:

- The IPCC Call referenced in this resolution demands that CO2 emissions decline by 45% from 2010 levels. Could the Board confirm that the new Energy Manager will be bound by this target and be required and empowered to find ways to reduce emissions commensurate with the IPCC report?
- If not, what target will the Energy Manager be bound by?
- What mechanisms are in place to make up for any shortfall in emission reductions?
- What accountability mechanisms has the board put in place to ensure that the district delivers the emissions reductions demanded by the June 24, 2019 Climate Emergency resolution and IPCC report?

A: By visiting the Climate Action Initiatives page on the District website you will find information on what measures the District is taking to with respect to climate action. The page is a collection of the District's work in creating a more sustainable learning community and include advocacy letters, reports, policies and media coverage. Staff is working on climate action initiatives but are not bound by any particular target on how they are achieving these actions. The newly hired Energy Manager will be making monthly reports to the Operations Policy and Planning Committee to keep the Board and public up to date on current initiatives. The goal of the plan is to create bench marks, have conversations and to report out regularly.

Q: Re: Climate Action Plan:

- You say you are "working on it". This information is not available to us. When and how do you plan to communicate your plan and progress to the parents and community at large?

- You have a vast resource of people and energy within the people that you serve. How are you going to include the parents and the children in working together to deal with this Climate Crisis?
- You are renovating and seismically upgrading many schools in the coming years. Do you have basic environmental upgrades that work toward a goal of reducing the GHG's worked into the budget? Where is the plan that shows what you will do for each renovation in regards to these upgrades?

A: Updates will be provided at the Operations Policy and Planning Committee meetings as well as the District webpage found here: https://www.sd61.bc.ca/news-events/climate-action-initiatives/

Q: On June 24 2019 The Board passed a unanimous motion declaring a climate emergency and included the following provision. One of the provisions of this declaration was that the Superintendent develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees. Prior to the Covid-19 pandemic, Greg Kitchen had been working on this, with the final plan due in June 2020. I feel that the hire of an energy manager is a great climate asset for the district, but hope that it is not replacing the promised Climate Action Plan. What is the current status of the plan and when will it be revealed?

A: Yes, the plan is still be worked on and will include more complex infrastructure pieces in terms of District buildings and the fleet. The new energy manager has just joined the District and once he is up to speed he will be providing recommendations on how to move forward. Also, he will be providing reports on a monthly basis to the Operations Policy and Planning Committee.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1 Record of In-Camera Board of Education Meeting - December 14, 2020

G.2 Record of Special In-Camera Board of Education Meeting - December 15, 2020

G.3 Record of Special In-Camera Board of Education Meeting - January 4, 2021

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1 New Business

a. Trustee Whiteaker - Burnside Education Center Project

Trustee Whiteaker requested to know why her rationale was not included in the agenda package and presented the motion. Superintendent Green advised that the rationale documents were not included as the motion speaks to personnel and personnel items are discussed In-Camera.

Moved by Trustee Whiteaker

That Board of Education of School District 61 (Greater Victoria) hire an independent external auditor who will report directly to the Board and investigate the Burnside Education Center Project to a) identify what occurred to allow this project to progress from a proposed $2.6 million project to an overall cost of $8.1 million, b) to identify when Senior Staff and Trustees should have been aware of the overspending and what occurred that they were not aware or did not act, c) to make recommendations to the Board.

Discussion ensued amongst the Trustees with a suggestion being made to refer the motion to an In-Camera meeting.

Amendment:
Moved by Trustee Painter
Seconded by Trustee Leonard

That the motion "*That Board of Education of School District 61 (Greater Victoria) hire an independent external auditor who will report directly to the Board and investigate the Burnside Education Center Project to a) identify what occurred to allow this project to progress from a proposed $2.6 million project to an overall cost of $8.1 million, b) to identify when Senior Staff and Trustees should have been aware of the overspending and what occurred that they were not aware or did not act, c) to make recommendations to the Board*" be referred to an In-Camera meeting.

For (5): Trustee Watters, Trustee Leonard, Trustee Ferris, Trustee Hentze, and Trustee Painter

Against (4): Trustee Duncan, Trustee McNally, Trustee Paynter, and Trustee Whiteaker

Motion Carried (5 to 4)

b. Trustee McNally - Meeting to Continue Past 11:00 p.m.

Moved by Trustee McNally
Seconded by Trustee Whiteaker

That the January 25, 2021 Regular Board of Education meeting continue past 11:00 p.m.

For (5): Trustee Duncan, Trustee Hentze, Trustee McNally, Trustee Paynter, and Trustee Whiteaker

Against (4): Trustee Watters, Trustee Leonard, Trustee Ferris, and Trustee Painter

Motion Carried (5 to 4)

c. Trustee McNally - School Masks Mandate

Trustee McNally presented the motion and provided a rationale. Discussion ensued amongst District stakeholders and Trustees with clarification being asked of Superintendent
Green.

Moved by Trustee McNally
Seconded by Trustee Paynter

That the Board direct the Superintendent to add the following to the District's COVID plan: All students and staff are required to wear non-medical masks when physical distancing is not possible, with exemptions for those who are unable to wear them,
and FURTHER,

That the Board direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools.

For (4): Trustee Duncan, Trustee McNally, Trustee Paynter, and Trustee Whiteaker

Against (5): Trustee Watters, Trustee Leonard, Trustee Ferris, Trustee Hentze, and Trustee Painter

Motion Defeated (4 to 5)

H.2 Notice of Motions

a. Trustee Whiteaker - Section 72 Report

Trustee Whiteaker provided a Notice of Motion for the February 8, 2021 Operations Policy and Planning Committee meeting agenda.

"*That when disclosing in camera decisions of the Board to the public that the written motion, as passed, be included in section 72 report, with the exception of items pertaining to individuals.*"

I. ADJOURNMENT

The meeting adjourned at 11:08 p.m.

Moved by Trustee Painter
Seconded by Trustee Duncan

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer

SCHOOL DISTRICT NO 47 (POWELL RIVER)
Board of Education
4351 Ontario Avenue, Powell River, BC V8A 1V3
Telephone: 604 485 6271 Fax: 604 485 6435

January 14, 2021

Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC
V8W 9E2

Via email: Minister.educ@gov.bc.ca

Dear Minister Whiteside,

We are writing in support of the letter sent to you by District #42. School District # 47 (Powell River) is a District that supports the learning needs for over 3,000 students of all ages. Our District has teamed up with several post-secondary institutions and trades training organizations to offer diverse apprenticeship training opportunities for students in grades 10 to 12.

Back in 2014, it was identified that the lack of funding after graduation was a barrier to students completing trades programming that they started in a secondary school program. School districts were encouraged to enroll trades students that may have graduated, but not yet reached 19 years of age, and funding for Youth Apprentices was provided by the Ministry of Education. In our School District, trades training is offered in partnership with post-secondary institutions and the funding provided by the Ministry of Education helps offset the fees charged by these institutions.

Recently, the Industry Training Authority (ITA) changed the definition of Youth Apprentice, resulting in graduated students under 19 years of age no longer being eligible to receive funding from the Ministry of Education to complete trades programs that they started before graduation. In 2014, the ITA defined "Youth Apprentices" as apprentices between the ages of 15-19 years of age. Active Youth Apprentices were converted to adult apprenticeship status on their 20th birthday, or on their graduation date, plus 150 days, whichever occurs first. The 2019 definition is "Youth Apprentices" as apprentices who are school age (i.e. up to completion of the school year in which the student turns 19) for the purposes of receiving Ministry of Education funding.

This means that a student who starts their trades program in grade 12 and graduates that year will not be funded by the Ministry of Education for their program even if they are under 19 years of age. These students will have to pay the fees required to complete trades programming. Trades are an important sector of our economy and contribute to the ongoing growth and need in our communities. Supporting our youth to complete their program with the School District on their path to a full apprenticeship is an important step in their career path while also encouraging and supporting a robust economic trades sector.

We are writing to you today to request that the Ministry of Education reinstate funding for graduated students under the age of 19 who are continuing the second year of their trades training program with

school districts. This request was also supported by boards of education around the province at the BCSTA October Provincial Council. Trades programming is integrated for a robust economy and it is important to ensure access to trades training for students who might not otherwise have the resources to continue this important extension of their education.

Thank you for taking the time to read our letter and we look forward to your response.

Sincerely,

Ms. Dale Lawson
Chairperson
Board of Education
School District 47 (Powell River)

cc: SD47 Board of Education
Dr. Jay Yule, Superintendent
BC Boards of Education (via BCSTA)

School District No. 74 (Gold Trail)

PO Box 250, Ashcroft, BC V0K 1A0
Phone: 250 453 9101 FAX: 250 984 0772
www.sd74.bc.ca

January 21, 2021

BC School Trustees Association
1580 West Broadway
Vancouver, BC V6J 5K9

Re: BC Public Sector Executive Compensation Freeze

At their January 5, 2021 Open meeting, the Gold Trail Board of Education discussed the following motion recently approved by School District No. 42 (Maple Ridge-Pitt Meadows) and submitted to the Annual General Meeting of the BC Public School Employers' Association:

> *THAT the Board of Directors of the BC Public School Employers' Association write a letter to the Minister of Finance to request that the Provincial Government exempt School Districts from the Public Sector Executive Compensation Freeze Policy in recognition of Executive Staff performance, efforts and resiliency in maintaining quality public education during the pandemic."*

The Board discussed the motion's intent, confirmed support for the motion and requested that their support be communicated to all Boards of Education.

Sincerely,

THE BOARD OF EDUCATION

VALERIE ADRIAN
Co-Chair

NANCY REMPEL
Co-Chair

C. BCPSEA Board of Directors
Boards of Education

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

January 25, 2021

Honourable Selena Robinson
Minister of Finance
Government of British Columbia
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

Honourable Jennifer Whiteside
Minister of Education
Government of British Columbia
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

Honourable Robinson and Honourable Whiteside,

Thank you for your advocacy with the federal government and your financial support to the Maple Ridge-Pitt Meadows School District for a safe return to school in September. The special purpose grants allowed us to increase staffing to provide enhanced cleaning and support family choices with respect to remote learning, enhance ventilation in our buildings, enhance cleaning and hand hygiene, build structural safety measures, increase supports for learners with unique needs, and purchase additional cleaning supplies and personal protective equipment. Staff and families in our district are feeling the emotional and physical strain of the pandemic and we are grateful that by using this additional funding we were able to ease that burden to a degree.

I write today to ask that as you prepare the 2021/2022 provincial budget to be tabled on April 20, you consider continuing the additional funding distributed in 2020/2021 to support COVID-19 pandemic management-related costs. We ask that, at a minimum, these grants match the provincial and federal funds we received for the 2020/2021 school year.

As our board begins to prepare our next year's budget, which will be tabled early in April, we are anticipating the possibility of one more school year with enhanced health and safety measures in place due to the COVID-19 pandemic. Although we are hopeful that a vaccine will relieve the need for some of these measures, we know that many are likely to remain. Families will continue to request remote learning options; students, families and staff will continue to expect higher cleaning standards; the district will need to provide educational supports for students who may have struggled or fallen behind during the pandemic; and we will also need to continue to support the mental wellness of our students and staff.

A commitment from government to provide additional COVID-related funding for the 2021/2022 school year will allow boards of education to build this funding into their budget planning and ensure that the necessary structures and supports are in place for a smooth and safe start in September 2021.

www.sd42.ca
School District No. 42 | Maple Ridge - Pitt Meadows
22225 Brown Avenue Maple Ridge, BC V2X 8N6
Phone: 604.463.4200 | Fax: 604.463.4181

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

I appreciate your time in reading this letter and look forward to your response. Please feel free to reach out with any questions.

Sincerely,

Korleen Carreras, Chairperson
Board of Education

Cc:
The Board of Education, School District No. 42 (Maple Ridge-Pitt Meadows)
Ms. Sylvia Russell, Superintendent of Schools
Mr. Harry Dhillon, Deputy Superintendent
Ms. Flavia Coughlan, Secretary Treasurer
The Honourable Lisa Beare, Minister of Citizens' Services
Mr. Bob D'Eith, MLA Maple Ridge-Mission
All Boards of Education c/o BC School Trustees Association

School District No. 42 | Maple Ridge - Pitt Meadows
22225 Brown Avenue Maple Ridge, BC V2X 8N6
Phone: 604.463.4200 | Fax: 604.463.4181

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

February 3, 2021

Honourable Jennifer Whiteside
Minister of Education
Government of British Columbia
Room 306 Parliament Buildings
Victoria, BC V8V 1X4

Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
Government of British Columbia
Room 128 Parliament Buildings
Victoria, BC V8V 1X4

Honourable Whiteside and Honourable Farnworth,

The Maple Ridge – Pitt Meadows School District provides BC curriculum programming to inmates at the Alouette Corrections Centre for Women (ACCW) and the Fraser Regional Corrections Centre (FRCC). The programming is delivered by incredibly talented teachers who are dedicated to their work and committed to fully supporting their students.

The funding for the program is currently allocated based on the funding model for continuing education. This model, however, prevents school districts from maintaining a consistent level of staffing and from providing the required educational services. Enrolment in this unique program is generally low at the end of September, since it typically takes more than a couple of weeks for vulnerable inmates to rebuild their faith in a system that may have failed them in the past. Additionally, the prison population in provincial corrections is itself continually in flux, which also results in unpredictable enrolment patterns and unfunded enrolment for inmates who have to leave the program before they meet the activation criteria for funding purposes.

We recognize that there is a documented direct link between low literacy rates and high incidents of crime. As such, we know that partnerships between boards of education and BC Corrections have great value in that they not only provide struggling individuals with the skills they need to succeed, but can also have a measurable impact on crime reduction in communities.

As you prepare the 2021/2022 provincial budget to be tabled on April 20, **we ask that you consider special purpose funding to school districts to provide stable, year-round educational services in provincial correctional facilities based on the level of service required in each community**. A commitment from government to provide year-round educational services would make it possible for us to continue to provide potential life-changing educational opportunities. The BCSTA Provincial Council, which includes representatives from all BC school districts, supported this request in October 2020.

As evidence of the positive impact this program has on the individuals who participate in it, I have included the following brief testimonial from a former student in this program:

School District No. 42 | Maple Ridge - Pitt Meadows
22225 Brown Avenue Maple Ridge, BC V2X 8N6
Phone: 604.463.4200 | Fax: 604.463.4181

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

"I'm writing to let you know my experience with school at ACCW and how much the chance to go to school has impacted my life. First, hats off to the teacher who was very understanding and patient with my insecurity to doing school work. I am so grateful for the opportunity to get my grade 12 and the confidence that I was not stupid like I was told my whole life. I took that new confidence and went to college after I was released what I would never have done without the schooling inside the prison. Today I have my Bachelor's degree in social work and am planning to do my Master's next year. Education for most people inside prison is more than books and tests, it's a chance to build up our self-esteem and find our true ability that most people lost from childhood abuse and violence. These programs change lives." - M.K.

I appreciate your time in reading this letter and look forward to your response. Please feel free to reach out with any questions.

Sincerely,

Korleen Carreras, Chairperson
Board of Education

Cc:
The Board of Education, School District No. 42 (Maple Ridge-Pitt Meadows)
Mr. Harry Dhillon, Superintendent of Schools
Ms. Flavia Coughlan, Secretary Treasurer
The Honourable Lisa Beare, Minister of Citizens' Services
Mr. Bob D'Eith, MLA Maple Ridge-Mission
All Boards of Education c/o BC School Trustees Association

School District No. 42 | Maple Ridge - Pitt Meadows
22225 Brown Avenue Maple Ridge, BC V2X 8N6
Phone: 604.463.4200 | Fax: 604.463.4181

SCHOOL DISTRICT No.69 (QUALICUM)

February 3, 2021

Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2

via e-mail: EDUC.Minister@gov.bc.ca

Dear Minister Whiteside:

Further to our letter to you dated December 17, 2020 and to former Minister Fleming dated September 24, 2020, requesting the cancellation of the Foundation Skills Assessments (FSA) for the 2020/2021 school year, the Board of Education passed the following a motion at its January regular board meeting:

> ***THAT*** *the Board of Education of School District 69 (Qualicum) write to the Minister of Education questioning the merits of completing the Foundation Skills Assessment in our schools during this time of a pandemic.*

As previously mentioned, the anxiety and stress associated with the pandemic has heightened pressure on our staff and students as well as their families. As you may also be aware, we have a higher number of students who are schooling at home with support and on-line learning this year. The logistics of providing the FSA to all of our grade 4 and 7 students is additionally challenging. We anticipate that most of the children doing remote learning will not come to the school for their test. There are other assessments in place at the local level that will certainly help our staff and students for this year.

With so many variables in play, we firmly believe that the resulting data would be distorted. As the validity of the FSA is already being questioned as it relates to personalized learning, along with the current challenges being faced by individuals due to COVID-19 and the high likelihood of skewed data in these unprecedented times, we respectfully ask again that the FSA's be cancelled this year.

Sincerely,

Eve Flynn, Board Chair

Copy: SD69 Board of Education
Keven Elder, Superintendent of Schools
Gillian Wilson, Associate Superintendent of Schools
Vivian Collyer, Director of Instruction
Deb Comer, President, MATA
Sherrie Brown, President, CUPE Local 3570
BC Boards of Education via BCSTA

File: 0530-01

PO Box 430, 100 Jensen Ave. East, Parksville, B.C. V9P 2G5
Phone (250) 248-4241 Fax (250) 248-5767 www.sd69.bc.ca

British Columbia School Trustees Association

February 3, 2021

The Honourable Rob Fleming
Minister of Transportation and Infrastructure
PO Box 9055 Prov Stn Govt
Victoria, BC V8W 9E2

The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Fleming and Minister Whiteside,

Subject: Safe Routes to Schools as part of the Provincial Active Transportation Strategy

At the October 24, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members passed the following motion:

> *"That BCSTA work with the Ministry of Education and Ministry of Transportation and Infrastructure on opportunities to include and improve Safe Routes to Schools recommendations as a part of the new provincial Active Transportation Strategy."*

On June 17, 2019, the Province of British Columbia released its Active Transportation Strategy which "provides incentives that encourage safe transportation for all ages and abilities" and encourages "communities, non-profits, health partners and educational institutions to share data with the province and to conduct research and data collection to track increase in mode shift."

While we appreciate that schools make up only a component of this strategy, it is our objective to highlight the importance of prioritizing safe, active transportation to and from public schools as part of the plan to promote active transportation in B.C.

Transportation to school is already a common concern for many families across the province, and active transportation has the potential to serve as a viable alternative to traditional travel for many. By focusing on addressing options aimed at students, we will also see further benefits related to the strategy come to fruition, including achieving CleanBC goals and improving our students' general health and well-being across the province.

www.bcsta.org t 604 734 2721 4th Floor - 1580 W. Broadway
bcsta@bcsta.org f 604 732 4559 Vancouver, BC V6J 5K9

BCSTA is committed to working together with both the Ministry of Education and the Ministry of Transportation to ensure that the planning of safe routes to schools is incorporated and prioritized as part of this new active transportation strategy.

Thank you for considering this request on behalf of our member boards of education and the students they serve.

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P120209.3

CC: Deputy Minister of Education Scott MacDonald
BCSTA member boards of education

British Columbia School Trustees Association

February 3, 2021

The Honourable Selina Robinson
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Robinson,

Subject: Public Sector Executive Wage Freeze

At the October 24, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members passed the following motion:

> *"That BCSTA advocate to the BC Public School Employers' Association, Public Sector Employers' Council and the Ministry of Finance to exempt the K-12 sector from the Public Sector Executive Compensation Freeze Policy."*

During the summer of 2020, Carole James, then Minister of Finance, announced a public sector executive compensation freeze policy. In comparison to this ask, the bargaining units in the K-12 sector achieved wage increases of 2% per year through to 2022.

BCSTA's membership perceives that requesting a compensation freeze when we actively ask leaders in public education to work more and take on additional duties they were formally never assigned in response to this pandemic is inequitable.

While we certainly appreciate the financial impact that COVID-19 has on British Columbia's budget, we also wish to highlight the success we have had in keeping schools open and safe for students and staff during this time of crisis. The K-12 sector has not only kept schools operating safety during a pandemic, limiting learning loss and minimizing the damage done to student learning while doing so, but has also contributed to a functional economy by keeping this important public service operational.

Due to these considerations, we ask that executive leaders, having played a critical role in preserving public education during this crisis, not be excluded from performance-driven wage considerations.

www.bcsta.org t 604 734 2721 4th Floor - 1580 W. Broadway
bcsta@bcsta.org f 604 732 4559 Vancouver, BC V6J 5K9

Thank you for considering this request on behalf of our member boards of education, as well as the districts and communities that they serve.

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P1202010.3

CC: Minister of Education Jennifer Whiteside
John Davison, President and Chief Executive Officer, Public Sector Employers' Council Secretariat
Alan Chell, Board Chair, BC Public School Employers' Association
Deborah Stewart, Executive Director, Corporate Services and Communications, BC Public School Employers' Association
BCSTA member boards of education

British Columbia School Trustees Association

February 3, 2021

The Honourable Anne Kang
Minister of Advanced Education, Skills and Training
PO Box 9080 Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Kang and Minister Whiteside,

Subject: Funding for Trades

At the October 24, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members passed the following motion:

> *"That BCSTA advocate for the Ministry of Education and the Ministry of Advanced Education to provide funding for all students under the age of 19 years who have graduated from secondary school to enable them to continue the trades program in which they were enrolled prior to graduation."*

It has been identified by our membership that a lack of funding after secondary school graduation is a barrier for students who wish to complete the trades programs they began in secondary school.

In the past, districts were encouraged to enrol trades students in Grade 13 and the Ministry of Education provided funding for Youth Apprentices. However, the Industry Training Authority (ITA) recently changed the definition of Youth Apprentices, resulting in graduated students under 19 years of age no longer being eligible to receive funding from the ministry to complete their trades programs.

On behalf of our membership, we ask that both the Ministry of Advanced Education, Skill and Training, and the Ministry of Education collaborate to address this learning opportunity gap. Working in trades is a desirable career opportunity for many of B.C.'s young people, and we must lessen barriers to entry and navigate this changing landscape together.

Your support in ensuring students can continue their apprenticeship in trades will keep students from missing out on potential career options and opportunities as they exit the K-12 public school system.

www.bcsta.org t 604 734 2721 4th Floor - 1580 W. Broadway
bcsta@bcsta.org f 604 732 4559 Vancouver, BC V6J 5K9

British Columbia School Trustees Association

Thank you for considering the request outlined above. We look forward to having a future dialogue on this critical issue with your ministries and are ready to contribute to finding a solution.

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P120209.4

CC: Deputy Minister of Education Scott MacDonald
BCSTA member boards of education

British Columbia School Trustees Association

February 10, 2021

The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Whiteside,

Subject: Action on Anti-Black Racism

At the October 24, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members unanimously passed the following motion:

"That BCSTA advocates that the Ministry of Education:

- *Investigate the root structural causes of anti-Black racism in the education system.*
- *Develop and implement mandatory anti-racism education for staff and students alike.*
- *Create a database to keep track of all incidents of racism in BC School against students and staff.*
- *Take immediate action to incorporate Canadian Black history into the BC K-12 curriculum for the next school year. The revised curriculum would include contributions of Black Canadians and a recognition of the adverse effects of policies and racism on Black Canadians. The curriculum development process would involve fulsome and meaningful consultation with Black-led organizations."*

Boards across our province are actively doing important work in these areas, and we call on you for additional support in dealing with addressing systemic racism in B.C.'s public education system. There is an intense desire for change, and we saw it on display most recently with the emergence of Black Shirt Day and the swift uptake it had across the province. We want to support these goals earnestly and to the best of our ability through collaboration with the Ministry of Education.

Simply put, structural racism exists in our schools and remains an issue in our province's public education system. The path to uprooting it is long and full of challenges. Your ministry's Community Roundtable on Anti-Racism, on which BCSTA has participated on, created a starting point for the anti-racism action plan for B.C.'s public schools.

Furthermore, as noted in your joint release on January 15 with Rachna Singh, Parliamentary Secretary for Anti-Racism Initiatives, you pledged that you "will continue to listen and work collaboratively to ensure we can effectively strengthen the curriculum, further support diversity and add to the global effort to end systemic racism." On behalf of BCSTA's membership, we also pledge to be a part of those actions, and more, in our collective commitment to being anti-racist. As it was succinctly stated in the motion, "Meaningful change will take place when all students see positive representations of themselves in the curriculum; teachers and staff learn how to be anti-racist; and, school districts are able to track and address incidents of racism in B.C. schools." These are our goals.

www.bcsta.org t 604 734 2721 4th Floor - 1580 W. Broadway
bcsta@bcsta.org f 604 732 4559 Vancouver, BC V6J 5K9

You have already committed to supporting curriculum changes and resources relating to Canadian Black history, and we are pleased that your January 15 release noted you are working closely with the BC Black History Awareness Society to identify additional resources for teachers and students.

In addition to these announcements, we call on you to establish a database of racism incidents in B.C. schools. A record of incidents will enable our districts to be better informed about what students are experiencing and allow provincial agencies and school districts to provide improved anti-racism education aimed at prevention. Chronicling these incidents would also allow districts to track responses to these issues and highlight areas for improvement.

Thank you for considering this request on behalf of our member boards of education and the students they serve. We look forward to continuing this dialogue with you as we move from words to action.

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P1202010.2

CC: Deputy Minister of Education Scott MacDonald
BCSTA member boards of education

British Columbia School Trustees Association

February 10, 2021

The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Whiteside,

Subject: Timelier Response from Teacher Regulation Branch

At the October 24, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members passed the following motion:

> *"That BCSTA advocate to the Ministry of Education to ensure that credential reviews by the Teacher Regulation Branch (TRB) are completed on a timelier basis."*

It was once again acknowledged during our most recent Provincial Council meeting that current wait times contribute to recruitment and retention challenges across our province. It was noted that teachers wishing to relocate to B.C. are told they should apply up to a year in advance of when they desire to teach in B.C. This wait time is a deterrent for new, out of province teachers.

Rural and northern B.C. districts heavily rely on recruiting out of province, but it can take the TRB over a year to complete credential reviews for teachers in many cases. Furthermore, once the TRB process is complete, additional procedures continue with the Teacher Qualification Service (TQS), causing new hires to be paid at a base scale as they wait with retroactive pay back not guaranteed. Not only does this prove frustrating for the teachers and hamper recruitment, but the additional workload placed on district staff due to the delays is considerable.

This is a recurring conversation, and while changes have been made in the past, we see that it is largely a continuing issue and contributor to ongoing recruitment me and retention concerns. Should the TRB be able to complete most credential reviews within three months, we would expect to see improvements in these areas.

www.bcsta.org t 604 734 2721 4th Floor - 1580 W. Broadway
bcsta@bcsta.org f 604 732 4559 Vancouver, BC V6J 5K9

British Columbia School Trustees Association

Thank you for considering this request on behalf of our member boards of education and the students that they serve. We look forward to continuing this conversation and being a part of a solution to attract the finest talent available to teach in our province.

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P120209.7

CC: Deputy Minister of Education Scott MacDonald
BCSTA member boards of education

British Columbia School Trustees Association

February 10, 2021

The Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
PO Box 9010 Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Farnworth and Minister Whiteside,

Subject: Provincial Funding to Improve Access to Educational Programming in Correctional Facilities

At the October 24, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members passed the following motion:

> *"That BCSTA request that the Ministry of Education and Ministry of Public Safety and Solicitor General allocate special-purpose funding to school districts that have correctional facilities in their districts to provide year-round educational services in provincial correctional facilities based on the level of service required in each community."*

It is understood that low literacy and poor education are tied to increased crime rates. BC Corrections currently works with local school districts to assist people under supervision in improving their education. However, the current funding level is based on the funding model for continuing education, which does not allow school districts to maintain a consistent level of staffing to provide the educational services required to address the concerns raised by our membership.

If the desired outcome of rehabilitation is to have individuals re-enter society equipped to function as contributing members of society, then the level of educational programming offered should match that expectation. This can be achieved, in part, by leveraging the assets available to us and providing access to provincial resource programs in school districts where a correctional facility is located.

We are asking that the Ministry of Public Safety and the Ministry of Education collaborate and establish a special purpose fund to address this issue. On behalf of BCSTA and our membership, I wish to invite you to discuss these concerns with us to establish a clear understanding of the need and projected outcomes this funding could have.

www.bcsta.org t 604 734 2721 4th Floor - 1580 W. Broadway
bcsta@bcsta.org f 604 732 4559 Vancouver, BC V6J 5K9

British Columbia School Trustees Association

Not only would we be taking action to reduce future criminal activity, but we would do so by addressing a segment of the population that is often underserved by the education system by providing them with tools they can utilize to better themselves.

Thank you for considering this request. We look forward to your response

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P120209.5

CC: Deputy Minister of Education Scott MacDonald
BCSTA member boards of education

VCPAC
STUDENTS FIRST

VICTORIA
CONFEDERATION
OF
PARENT ADVISORY COUNCILS
556 BOLESKINE ROAD, VICTORIA, BC V8W 2R1
TELEPHONE (250) 475 4193
WWW.VCPAC.CA

February 17, 2021

The Greater Victoria School District 61.
556 Boleskine Rd
Victoria, BC V8Z 1E8

Attention: Board of Trustees & Superintendent

Dear Sirs and Mesdames,

Thank you for your letter dated Dec. 17, 2020.

VCPAC warmly extends an invitation to the Superintendent and one Trustee (with Trustees on a rotating basis) to attend a portion of our monthly membership meetings. Our next meeting is on February 23, starting at 7:00 pm, while subsequent meetings will occur on April 27, May 26 and June 22.

For the first meeting that you attend we would like to discuss with you what steps the District and the Board have taken to address the concerns we detailed in our November and December correspondence to you. We would also like a response to our question in regards to injuries of students in shop classes.

As an executive we would like to accept Trustee Waters and Trustee Leonard's suggestion of a meeting with our VCPAC Executive to discuss our organizational goal. We would also like one of Trustee Whiteaker, Trustee Duncan, Trustee McNally or Trustee Paynter to attend.

As set out in our letter to you in November, our only goal is to fulfill our mandate under the School Act to advise the Board on any matter relating to education in the District. We welcome an opportunity to discuss with you how the Board receives our advice and responds to it. Please provide three separate times and dates when the Trustees are available and we will make one of those work for our Executive.

We look forward to hearing from you,

Yours truly

Victoria Confederation of Parent Advisory Councils

Kristil Hammer
President

VCPAC
STUDENTS FIRST

VICTORIA
CONFEDERATION
OF
PARENT ADVISORY COUNCILS
556 BOLESKINE ROAD, VICTORIA, BC V8W 2R1
TELEPHONE (250) 475 4193
WWW.VCPAC.CA

February 17, 2021

The Greater Victoria School District 61.
556 Boleskine Rd
Victoria, BC V8Z 1E8

Attention: Board of Trustees

Dear Trustees,

We are thrilled that the Board wishes to engage in a review of **Bylaw 9330.1 Appeals Process.** As you will appreciate, this bylaw is of profound importance to parents and students. VCPAC looks forward to working with you in order to make this particular bylaw, which uniquely and fundamentally affects parents and students, a leading standard in the Province.

That being said, we were surprised to see the Policy Subcommittee bring **Bylaw 9330.1 Appeal Process** to the Operations Policy and Planning Committee on January 11, 2021. We were unaware that the Board referred the matter of amending Bylaw 9330.1 to the Policy Subcommittee for consideration.

We reviewed **Bylaw 9130.3 Policy Subcommittee** and do not think the Policy Subcommittee has standing to consider the amendment of a bylaw unless the Board, at a Board Meeting, first specifically refers such matter to the Policy Subcommittee for consideration.

We also reviewed Bylaw 9010 which governs the amendment of a bylaw of the Board, and respectfully ask that you follow your bylaw.

Our understanding of Bylaw 9010 is that it: (1) requires a written presentation to an appropriate Board Committee, which committee shall discuss and seek legal or other guidance as to the content of the presentation, and formulate the proposed amendments, and as necessary reject, modify or accept the proposal; (2) requires the Board consider the proposed bylaw amendments, (3) requires three distinct readings so that changes to this vitally important bylaw can be fully considered by the Board.

Could you please clarify whether the Board has referred **Bylaw 9330.1 Appeal Process** to the Policy Subcommittee, and whether or not the discussion at the Jan. 11, 2021 Operations Policy and Planning Committee constituted the written presentation to a Board committee as required under Section 1 of Bylaw 9010?

If the Board as a whole has referred **Bylaw 9330.1 Appeal Process** to the Policy Subcommittee, we look forward to being approached by the Policy Subcommittee as a part of its obligation under Bylaw 9130.3 to consult with its educational and community partners as to proposed amendments to Bylaw 9330.1.

Section 11 of the *School Act*, and by extension **Bylaw 9330.1 Appeal Process**, is of fundamental importance to parents and students. It is troubling to us that amendments to Bylaw 9330.1 were brought forward on January 11, 2021 for consideration by the Operations Committee absent consultation with VCPAC as a distinct entity and parents more broadly.

We also note the **Policy 1163 Consultation** and **Regulation 1163 Consultation** are applicable to amendments to **Bylaw 9330.1 Appeals Process**, and we ask you to follow such policy and regulation.

It is also concerning that you as a Board have seemingly not to date followed your own bylaws applicable to the amendment of a bylaw. We look forward to clarification from you on this matter. We are having difficulty reconciling the fact that it is your Policy Subcommittee, the very committee tasked with stewarding your Board's policies, that seemingly is contributing to the failing to adhere to existing bylaws. It seems to us that adherence to Board bylaws and policies is the very core of the purposes of the Policy Subcommittee and the Policy Subcommittee should be the staunchest proponent of adherence to your bylaws and policies.

VCPAC has a number of suggestions for improvements to the draft amendments to **Bylaw 9330.1 Appeal Process** and look forward to being consulted once the matter of amendments to **Bylaw 9330.1 Appeal Process** is properly referred to the Policy Subcommittee.

We ask that you provide us with an estimated timeline for when we can expect such referral and the timeline for the consultation process.

In the mean time we ask for the following:

- a copy of the ombudsperson report referenced by Superintendent Green in the minutes of the Jan. 11, 2021 Operations Policy and Planning Committee; and
- copies of all feedback on the process of the appeal, set out under section VI of the current **Bylaw 9330.1 Appeal Process** received by the Board since 2012.

We look forward to your written reply to our letter and our requested documents at your earliest convenience.

Please note that copies of the documents above are being asked as a curtesy by a stakeholder, but also under our rights of access under Part 2 of the ***Freedom of Information and Protection of Privacy Act*** [RSBC 1996] Ch. 165.

Yours truly,

Victoria Confederation of Parent Advisory Councils

Kristil Hammer
President

Board of Education

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

TO: Board of Education

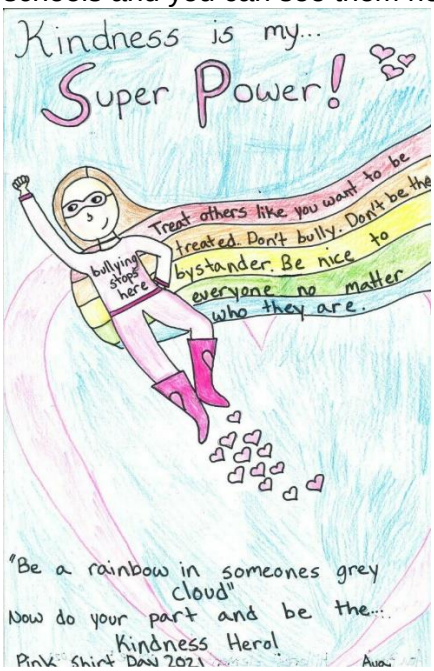
FROM: Jordan Watters, Chair

RE: Monthly Report

DATE: February 22, 2021

February is a month with a lot of heart. I am grateful for all our amazing educators across the district that have taken the opportunity to create art, tell stories, learn new things and inspire reflections on Black History Month, Chinese New Year, Valentine's Day, and Pink Shirt Day.

After our January snapshot looking at the Science of Kindness, we invited our students to submit a poster in our Pink Shirt Day Poster Contest. The theme for the poster contest was Kindness as a Super Power. We received hundreds of amazing submissions. Copies of the winning posters and runners up were sent to all of our elementary, middle and secondary schools and you can see them here: http://cm.pn/6n41



Ava, Hillcrest

Mia, Willows

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

One Learning Community

I want to express gratitude for our facilities staff for the work they put in after the recent snow. Thank you for making sure our schools were safe for students and their families.

Update on Activities

Over the last month I have attended the following meetings.

- January 26 – Agenda Setting
- January 27 – Policy Sub-Committee
- February 1 – Education Policy and Directions Standing Committee
- February 2 – Agenda Setting
- February 3 – Board Chair's Call with Minister Whiteside
- February 5 – Ministry of Education Partner Liaison Meeting
- February 8 – Operations Policy and Perspective Standing Committee
- February 10 – Policy Sub-Committee
- February 16 – BCSTA Board Chair's Meeting
- February 16 – Agenda Setting
- February 18 – Trustee Update Re New COVID Guidelines

Committee Work

I am continuing to serve on the BCSTA Student Citizenship Award Committee and our Policy Sub-Committee.

Professional Development

Over the long weekend I read Five Little Indians by Michelle Good. It is a powerful book about residential school survivors – both uplifting and devastating all at once. I will carry it with me for a long

MARCH

SPRING BREAK MAR 12-26, 2021

SCHOOLS RE-OPEN MARCH 29, 2021

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction and Context

- 2021-2022 Budget Bylaw – Reading 1

System Planning And Performance Monitoring

- Communications Update
- Operational Plan Reporting
- Capital Planning/Annual Capital Cycle

External Compliance And Accountability

- Receive Ministry of Education funding announcement on March 15th
- Monthly Financial Summary
- Funding Model Review – Phase 2 Analysis

MARCH

SPRING BREAK MAR 12-26, 2021

SCHOOLS RE-OPEN MARCH 29, 2021

BOARD'S GOVERNANCE ACTIVITIES

Engagement with Stakeholders and Public Recognition Events

- Budget Engagement Reports

Advocacy for Public Education And Provincial Liaison

- Prepare communications to the District about preliminary budget and implications
- Letter to Ministry of Education re: Model, Review Phase 2

Greater VICTORIA School District

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Phone (250) 475-4106 Fax (250) 475-4112

Office of Trustee Ferris

TO: **Board of Education**

FROM: **Trustee Ferris**

RE: **BCPSEA Trustee Representative Report**

DATE: **February 22, 2021**

I was pleased to attend the British Columbia Public Sector Employers' Association AGM on January 28, 2021 virtually via Zoom. We had a quorum but we were unable to see fellow delegates on zoom which made it even more ghostly than the usual zoom. We begin bargaining in the coming year.

BCPSEA is searching for a new Executive Director but in the interim Brian Chutter will lead bargaining.

Eve Flynn from School District 69 was re-elected by acclamation, to represent Vancouver Island/Coastal Region.

We had reports from Board Chair, Alan Chell and Rebecca Maurer, Interim CEO.

Hilary Brown, Executive Director of Finance and Strategic Planning reviewed the Audited Financial Statements and the Budget Review. Of interest was the possibility of reduced travel budgets, over time, as we adapt to Zoom.

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Trustee Report
External Committee Assignment: Indigenous Education Council
February 8, 2021

Present: Janice Simcoe, Committee Chair, Director, Eyēʔ Sqậ'lewen: Indigenous Education and Community Connections, Camosun College / Shelly Niemi, District Administrator, Indigenous Education SD61 / Rachel Perkins, Métis Nation of Greater Victoria and First Peoples' Cultural Council / Robina Thomas, Executive Director, Indigenous Academic & Community Engagement, University of Victoria/ Caitlin Bird, President, Métis Nation of Greater Victoria/ Nadia Salmaniw, Director, Career, Employment and Education Resources, Victoria Native Friendship Centre / Paola Bell, SD61 Indigenous Education Department Administrative Assistant / Fern Perkins, MNGV member and Elder / Sarah Leggaet, Cultural Support Worker, Surrounded By Cedar Child and Family Services / Diane McNally, SD61 Board of Education Trustee / Monique Gray Smith, parent.

Agenda: Shelly Niemi suggested topics:

1. Develop a working group to finalize the INEC TOR
2. Report on SD61 Equity Scan Phase 1 (4th wave invitation from Ministry of Education)
3. SD61 Elders Advisory Council
4. Changes in SD61 funding allocations to support equity

Actions / Plans:

1. Shelly Niemi: Look at neighbouring districts for what they have done re TORs; develop smaller working group
2. Shelly Niemi: Equity Scan is response to Auditor General's report 2016 on lack of parity in education outcomes, and 11 recommendations for the Ministry of Education. In 2019 the recommendations were reviewed by Auditor General Bellringer. 6 phases to scan. 12 staff (not IED staff), 4 teams of 3. Phase 1 going out to partner groups including Indigenous parents February 9. Students Grades 5, 9 and 11 will have opportunity to be surveyed. Interviewing all Principals, VPs, teachers. Oversight team Shelly Niemi, Craig Schellenberg, Colin Roberts. Committee Questions/Comments: Janice Simcoe: What role does this committee have in Equity Scan work? /Shelly: this committee will be involved. Robina Thomas: This work needs to be meaningful and have impact. Indigenous

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students have been experiencing the same issues for decades. We can go all the way back to the 1971 Indian Control of Indian Education paper. These issues keep getting talked about and studied and we still keep experiencing the same issues. How is this going to change things? General agreement from community members.

3. Shelly Niemi: Moving toward diversity of Elders on the council with support from agencies. 12 Elders, paid honoraria. One of the topics we've discussed is the George Jay name change. Meet once a month; have had 4 meetings. Chair: John Harris, SD61 Elders & Indigenous Knowledge Facilitator. District buying iPads and providing training for Elders; much support from SD61 IT. John is recording Elders' stories of land based being. Land-based education is not new. Working on podcast produced by Indigenous graduating students. Committee Questions/Comments: Monique Gray Smith: need to diversify Elders list as currently not seeming representative of students in SD61. Are we understanding data or understanding the implicit biases in assessment? Robina Thomas: Need to be conscious of representation from the 3 Island Nations. Janice Simcoe: Does this committee have a role in suggesting additional members who could represent urban peoples as well?

4. Shelly Niemi: IEC is reviewing how schools access ANED funding: every school in SD61 has Indigenous students and we need to ensure that they are have the opportunity for IED services. The centralized IED team has grown to seven members. We are focussing on elementary schools, then high schools, then middle schools next year.

My apologies to committee participants if anything in this short report is incorrect. Paola Bell has official minutes. Grateful to be included at this table.

Personal reading: Indigenous Education: Theory and Practice (2019): Chapter 11: Confronting Indigenous Identities in Transcultural Contexts(pp 233-253; Frank Deer); Chapter 14: Exploring Teacher Candidate Resistance (pp 311-337; Jean-Paul Restoule, UVic Professor and Chair Indigenous Education, & Angela Nordozi);

Education Policy and Directions Committee Meeting

MINUTES

February 1, 2021
Broadcasted via YouTube
https://bit.ly/3czx8bA

Trustees Present:	**Education Policy and Directions members**: Ryan Painter, Chair, Nicole Duncan, Tom Ferris (Arrival 7:12pm), Jordan Watters (ex officio) **Operations Policy and Planning members**: Elaine Leonard, Rob Paynter, Ann Whiteaker, Angie Hentze
Trustee Regrets:	Diane McNally
Administration:	Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Tammy Renyard, District Principal, Shelly Niemi, District Administrator, Craig Schellenberg, District Principal, Pam Halverson, District Principal, Carey Nickerson, District Vice-Principal, Charmaine Shortt, Early Learning Support Teacher, David Hovis, District Principal, Simon Burgers, District Principal, Sean McCartney, District Principal, Katrina Stride, Associate Secretary-Treasurer, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder
Stakeholders, Other Staff & Guests:	Kiersten Brookes, Teacher, Strawberry Vale, Hannah Sheppard, Student, Strawberry Vale, Mira Laurence, Executive Director Oaklands Community Association, Tim Sailor, Teacher, Gillian Clark, Student, Lambrick Park, Brin Nyvall, Student, Spectrum, Cindy Graf, GVTA, Christine Payne, VCPAC, Jane Massy, CUPE 947 President.

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:03pm.

Chair Painter recognized Black History Month and read a quote from the honorable Rosemary Brown.

A.1 Acknowledgement of Traditional Territories

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

A.2 Approval of the Agenda

Moved by Trustee Watters

That the February 1, 2021 Education Policy and Directions Committee meeting agenda be approved.

Motion Carried Unanimously

A.3 Approval of the Minutes

Trustee Duncan requested that the January 4, 2021 Education Policy and Directions Committee minutes be amended.

Amendment:
Moved by Trustee Duncan

C.2. 1. Inclusive Learning Strategy 70% complete (Elem, Middle); 2021 focus on Secondary schools and the creation of necessary inclusive learning space.

C.3. a. District Vice-Principal, Johnson presented the new Aviation Maintenance 12 course. Questions of clarification were asked. District Vice-Principal clarified that outstanding health and safety remediation at Mt.Doug shop will be completed prior to it hosting the new BAA course.

For (1): Trustee Duncan

Against (2): Trustee Painter, and Trustee Watters

Motion Defeated (1 to 2)

Chair Painter called for the vote on the approval of the January 4, 2021 minutes as presented.

That the January 4, 2021 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

A.4 Business Arising from Minutes

Trustee Duncan asked for clarification timeline on requests for Educational Psychology Assessments. Pam Halverson, District Principal provided a response.

Tom Ferris arrived to the meeting.

B. PRESENTATIONS TO THE COMMITTEE

B.1 Climate Change, and Student Voices - Hannah Sheppard; Grade 5 student, Strawberry Vale Elementary School

Hannah Sheppard presented on Climate Change and proposed different ways that School District No. 61 could help stop climate change. Trustees and Staff provided thanks to Hannah for her presentation.

B.2 Food Programming - Mira Laurence, Executive Director of the Oaklands Community Association

Mira Laurence presented on the food security programs currently in the Oaklands Community. Oaklands Community Association recently partnered with Oaklands Elementary School for the Munchie Cart Program which provides students with healthy food at no cost. The program started January 4, 2021. Trustees and Staff provided thanks to Ms. Laurence.

B.3 E-sports League - Tim Sailor

Tim Sailor presented on E-sports leagues in secondary schools. Trustees provided thanks for the presentation and questions of clarification were asked.

C. NEW BUSINESS

C.1 Introduction of Student Representative

Superintendent Green introduced and welcomed Student Representatives Gillian Clark from Lambrick Park and Brin Nyvall from Spectrum.

C.2 District Team Budget Process: 2021-2022 Opportunities & Gaps / Alignment to Strategic Plan Initiatives - Deputy Superintendent Whitten, Associate Superintendents Roberts & Caldwell, Tammy Renyard, Shelly Niemi, Pam Halverson

District Team members provided a comprehensive presentation on the Opportunities and Gaps/Alignment to Strategic Plan initiatives highlighting EDI, MDI, completion rates, FSA Reading results, Student Learning Survey, Indigenous student parity, mental health, children and youth in care. Trustees provided thanks to the staff for their dedication. Questions of clarification were asked.

C.3 District Team Update - District Vice-Principal Nickerson & District Teacher Shortt

Carey Nickerson, District Vice-Principal and Charmaine Shortt, Early Learning Support Teacher, presented an Early Years update that reflected the alignment with the strategic plan. Information was shared regarding new supports including additional Early Childhood Educators hours for 8 Elementary Schools, Early years teacher, Indigenous early years teacher, release time, pro-d, supports for classrooms connected to pro-d and Early Years website and resources. Trustees provided thanks to the staff. Questions of clarification were asked.

C.4 Police Liaison Officer Ad Hoc Committee Update - Trustee Duncan

Trustee Duncan provided a brief update from the committee including the planned delivery of an engagement report by June 2021.

C.5 Equity Committee Report - Superintendent Green and District Principal Hovis

Superintendent Green provided the Equity Committee report in examining Early Literacy supports across the District. The Equity Committee recommended a multi-year budget to allow schools the flexibility to align to their Literacy goals and the strategic plan. Questions of clarification were asked.

Moved by Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) commit to an annual elementary school investment in literacy according to

each elementary school's unique needs, and in alignment with the Strategic Plan, using the "Coach Approach", Reading Recovery or other established literacy program;

AND FURTHER

That the Board consider an amount of $530,000 in its 2021-2022 budget deliberations to align to the Strategic Plan and a literacy focus.

Motion Carried Unanimously

D. NOTICE OF MOTION

None

E. GENERAL ANNOUNCEMENTS

None

F. ADJOURNMENT

The meeting adjourned at 9:44pm.

Moved by Trustee Duncan

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer

Greater VICTORIA School District

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

Office of the Superintendent

EQUITY COMMITTEE

25, January, 2021

Equity Committee Report

On January 27, 2020, the Board passed the following motion:

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

Following the motion, the Equity Committee met almost every month to explore early literacy programs and programming within our School District. The final report outlined a four year budget plan recommendation that included all aspects required for successful early literacy in an elementary school.

This includes:

- Learning session on K-1 comprehensive and early literacy intervention
- Collaborative inquiry team time
- Literacy in all content areas (or 4-5)
- Side-by-side reading intervention running records and resources
- The planning supports be both English and French Immersion

Within this literacy plan, the School District would budget for all 28 elementary schools within a four-year cycle which would reflect:

2021-2022	$530,000
2022-2023	$575,000
2023-2024	$282,000
2024-2025	$267,000

The flexibility within this plan allows schools to explore the framework of a comprehensive literacy program, decide where they are at within that framework and what they require, and spend the literacy funds within their school's literacy goal and the District's strategic plan.

School District No. 61 (Greater Victoria)
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Phone (250) 475-4106 Fax (250) 475-4112

Office of the Superintendent

EQUITY COMMITTEE

Recommendation:

That the Board of Education of School District 61 (Greater Victoria) commit to an annual elementary school investment in literacy according to each elementary school's unique needs, and in alignment with the strategic plan, using the "Coach Approach", Reading Recovery or other established literacy program;

AND FURTHER

That the Board consider an amount of $530,000 in its 2021-2022 budget deliberations to align to the Strategic Plan and a literacy focus.

____

Equity Committee

Operations Policy and Planning Committee Meeting

REGULAR MINUTES

February 8, 2021, 7:00 p.m.
Broadcasted via YouTube
https://bit.ly/3czx8bA

Trustees Present:	**Operations Policy and Planning members:** Elaine Leonard, Chair, Rob Paynter, Angie Hentze , Ann Whiteaker, Jordan Watters (ex officio) **Education Policy and Directions members:** Ryan Painter, Nicole Duncan
Administration:	Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Marni Vistisen-Harwood, Manager, Capital Planning and Implementation, Facilities Services, Andy Canty, Director, Information Technology for Learning, Mark DeLeeuw, Shop Teacher, Lansdowne Middle School, Kelly Gorman, Recorder
Stakeholders & Guests	Amrit Lalli, Victoria High School Parent, Gillian Clark, Lambrick Park, Student Representative, Brin Nyvall, Spectrum, Student Representative, Kristil Hammer, VCPAC, Mark Morrison, Second VP & Health & Safety Officer GVTA.

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:03pm

A.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.

A.2 Approval of the Agenda

Moved by Trustee Hentze

That the February 8, 2021 Operations Policy and Planning Committee meeting agenda be approved with the following additions:

F.3.c. Shops Funding - Trustee Duncan

H.6 Covid-19 Related to Health and Direction - Trustee Paynter

Motion Carried Unanimously

A.3 Approval of the Minutes

Trustee Whiteaker requested that the January 11, 2021 minutes be amended under item D. Shops Audit Findings and Status Report, to reflect and include the word President after VCPAC.

Moved by Trustee Leonard

That the January 11, 2021 Operations Policy and Planning Committee meeting minutes be approved as amended.

Motion Carried Unanimously

A.4 Business Arising from Minutes

Trustee Paynter articulated additional wording for one of the Public Question and Answers. Chair Leonard directed Trustee Paynter to Trustee Questions.

B. PRESENTATIONS TO THE COMMITTEE

B.1 Gym at SJ Willis - Amrit Lalli, Victoria High Parent

Victoria High School Parent, Amrit Lalli, presented on the gym at SJ Willis. His proposed changes are to replace the wooden basketball backboards with 6 glass basketball backboards as well as a functioning retractable wall, to modernize the school for current student and future rental use. Director of Facilities Services Morris stated that he would have staff look

into the costs to upgrade the gym. Trustees thanked Amrit Lalli for his presentation.

C. SUPERINTENDENT'S REPORT

C.1 Recognition of Student Representative

Superintendent Green introduced and welcomed Student Representatives Gillian Clark from Lambrick Park and Brin Nyvall from Spectrum.

D. PERSONNEL ITEMS

None

E. FINANCE AND LEGAL AFFAIRS

E.1 Policy Sub-Committee Report

a. Policy Development Workflow - Trustee Watters

Trustee Watters presented the motion and provided rationale. Trustees debated the motion.

Moved by Trustee Watters

That the Board of Education of School District No. 61 adopt the policy development workflow as presented by the Policy Sub-Committee.

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

Against (2): Trustee Paynter, and Trustee Whiteaker

Motion Carried (3 to 2)

b. Abandonment of Policies

VCPAC President, Kristil Hammer, stated her concern that VCPAC does not have enough time to review policies referred from Staff to be abandoned. Trustees debated the motion.

Moved by Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 6142.03, 6151, 6161.2, and 6164.1; AND FURTHER THAT

The Board refer Policies 6145.01, 6145.02, 6161.1, 6162.5, and 6163.1 to the Superintendent for administration manual consideration.

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

Against (1): Trustee Paynter

Abstain (1): Trustee Whiteaker

Motion Carried (3 to 1)

c. Draft Bylaw 9360, General Meeting of the Board

Moved by Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) approve draft Bylaw 9360, *General Meeting of the Board.*

Trustees and Stakeholders debated the motion.

Amendment:
Moved by Trustee Whiteaker

That draft Bylaw 9360 be amended as follows:

9. All agendas will be prepared by the Chair of the Board, and circulated by the Chair or designate. Proposed agenda items will be provided to the Secretary-Treasurer no later than the ~~Tuesday~~ Wednesday noon before the meeting.

For (2): Trustee Paynter, and Trustee Whiteaker

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Watters

Motion Defeated (2 to 3)

Amendment:
Moved by Trustee Paynter

That draft Bylaw 9360 be amended as follows:

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

For (1): Trustee Paynter

Against (4): Trustee Leonard, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Motion Defeated (1 to 4)

Amendment:
Moved by Trustee Whiteaker

That draft Bylaw 9360 be amended as follows:

14. In accordance with Section 67 of the *School Act*, the Chair 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. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff. ~~Trustees wishing to attend electronically will provide a minimum of 24 hours' notice of such attendance.~~

Motion Carried Unanimously

Amendment:
Moved by Trustee Paynter

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve draft Bylaw 9360*" be referred to the March 8, 2021 Operations Policy and Planning Committee meeting.

For (1): Trustee Paynter

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Watters

Motion Defeated (1 to 3)

Moved by Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) accept revised Bylaw 9360, *General Meetings of the Board.*

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

Against (1): Trustee Paynter

Abstain (1): Trustee Whiteaker

Motion Carried (3 to 1)

Amendment:
Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) accept that the draft Bylaw 9360 be provided to the Board with tracked changes reflected.

For (4): Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Abstain (1): Trustee Leonard

Motion Carried (4 to 0)

By consensus the committee referred E.1 d-f to the March 8, 2021 Operations Policy and Planning Committee meeting.

d. New Policy 4116.13, Whistleblower Protection

e. Draft Bylaw 9140, Ad Hoc Committee of the Board

f. Draft Policy 8251, Trustees' Code of Conduct

E.2 Proposed 2021-22 School Calendar - Associate Superintendent Roberts

Associate Superintendent Roberts presented the 2021/2022 School Calendar to be made public for consultation and feedback.

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2021/2022 school calendar on the School District's website for a period of one month:

2021/2022 School Calendar*

School Opening	September 7, 2021
First non-instructional day	September 27, 2021
Thanksgiving	October 11, 2021
Second non-instructional day (Province wide)	October 22, 2021
Remembrance Day	November 11, 2021
Third non-instructional day	November 12, 2021
Schools close for Winter vacation	December 17, 2021
Schools re-open after Winter vacation	January 4, 2022
Fourth non-instructional day	February 18, 2022
Family Day	February 21, 2022
Schools close for Spring vacation	March 18, 2022
Schools re-open after Spring vacation	April 4, 2022
Good Friday	April 15, 2022
Easter Monday	April 18, 2022
Fifth non-instructional day	May 20, 2022
Victoria Day	May 23, 2022
Administrative Day and School Closing	June 24, 2022

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

Motion Carried Unanimously

F. FACILITIES PLANNING

F.1 Operations Update: February 2021

Director of Facilities Services Morris provided an overview of recent work and progress on major and minor capital projects. Questions of clarification were asked. Trustees gave praise for all of the work completed and in progress by the facilities team.

F.2 Victoria High School: Video Surveillance Cameras - Secretary-Treasurer Morris

Director of Facilities Services Morris provided an overview of the deployment plan for the Victoria High School video surveillance and stated that the Privacy Impact Assessment has been completed. Secretary-Treasurer Morris advised that the PIA is a blanket PIA that it can be attach to any deployment plan in the future. Secretary-Treasurer Morris stated that security on site is the responsibility of the District under the construction project funding. Questions of clarification were asked.

Moved by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) approve the installation of 4 video cameras in 2 locations at the Victoria High School construction site as presented.

For (4): Trustee Leonard, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Against (1): Trustee Paynter

Motion Carried (4 to 1)

F.3 Shops Update:

a. Recommendation #2 - Consultant Meetings with Staff - Director of Facilities Morris

Director of Facilities Services Morris explained the process of the consultant meetings with staff. A risk management professional met with all of the Middle and Secondary School Principals and Vice-Principals in one meeting. The next day he met with Shop Teachers via Zoom. Moving forward, Facilities staff will meet with Shop Teachers before the installation reconfiguration occurs. WorksafeBC requirements apply in all shops in the District to ensure that all equipment is safe for staff and students.

b. Recommendation #1 - Priority Replacement Plan

Secretary-Treasurer Morris presented staff's replacement plan and thanked the Manager of Capital Planning and Implementation, Vistisen-Harwood, for the report. Secretary Treasurer Morris answered questions of clarification about the timeline for completion of all safety items from Trustee Duncan. Shop teacher,

Mark DeLeeuw stated that shop teachers need to have better communication from the District. Shop teachers are requesting to be consulted in advance of equipment being placed in their shops. Dust extraction equipment is loud and is a concern for shop teachers. Secretary Treasurer Morris thanked Mark for speaking up and let him know about the consultation process with teachers in the shop. Director of Facilities Services Morris stated that if they have concerns to contact him. Trustees offered thanks to all staff for their work on this project.

c. Shops Funding - Trustee Duncan

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately allocate funds from the to be determined budget to address the following outstanding health and safety remediation's in the 17 school shops which were identified by the independent audit report in 2016/17: equipment guards ($5,000), equipment spacing tbd, delineation lines around equipment/safety lines ($6,000) and non-skid areas tbd, eye wash stations ($500), storage and isolation of hazardous materials ($2,000 + $2,000), emergency response materials ($1,000), eye protection ($1,000), ear protection ($1,000), protective clothing ($5,000) and equipment instructions and conflation zone signage ($1,500 + $500). ($25,000 per shop + non-skid area cost = $433,500).

Trustees and Staff debated the motion and a recommendation was made to refer the motion.

Amendment:
Moved by Trustee Whiteaker

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately allocate funds from the to be determined budget to address the following outstanding health and safety remediation's in the 17 school shops which were identified by the independent audit report in 2016/17: equipment guards ($5,000), equipment spacing tbd, delineation lines around equipment/safety lines ($6,000) and non-skid areas tbd, eye wash stations ($500), storage and isolation of hazardous materials ($2,000 + $2,000), emergency response*

materials ($1,000), eye protection ($1,000), ear protection ($1,000), protective clothing ($5,000) and equipment instructions and conflation zone signage ($1,500 + $500). ($25,000 per shop + non-skid area cost = $433,500)." be referred to the March 8, 2021 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

F.4 Boundary Review Implementation Update - Associate Superintendent Roberts

Associate Superintendent Roberts presented on the Boundary Review, highlighting that Sundance would reopen as SD61 K-5 in Fall 2021 with one class expected to start. VCPAC President Hammer and Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

H. NEW BUSINESS

H.1 Letter to Ministry Of Education Re: Net Zero Capital Funding

Trustee Hentze presented the motion and provided rationale. Trustee Whiteaker had questions relative to allocation of budget items. Secretary-Treasurer Morris clarified that capital budgets can come out of the operating grant/budget based on need and that, line items are in flux all year. Trustees thanked Trustee Hentze for the motion.

Moved by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.

Motion Carried Unanimously

H.2 Section 72 Report - Trustee Whiteaker

Trustee Whiteaker presented the motion and provided rationale.

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61(Greater Victoria) when disclosing in camera decisions of the Board to the public that the written motion, as passed, be included in section 72 report, with the exception of items pertaining to individuals.

Secretary-Treasurer Morris advised Trustees that the proposed motion may be jeopardizing some motions or negotiations and that Trustees may be better served by making the decision on a motion by motion basis in-camera. Trustees debated the motion.

Discussion ensued amongst the Trustees and a recommendation was made to amend the motion.

Amendment:
Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) when the Board determines to disclose ~~that disclosing~~ in camera decisions ~~of the Board~~ to the public that the written motion, as passed, be included in section 72 report ~~with the exception of items pertaining to individuals~~.

For (1): Trustee Paynter

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Watters

Abstain (1): Trustee Whiteaker

Motion Defeated (1 to 3)

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

Moved by

That the Board of Education of School District No. 61(Greater Victoria) when disclosing in camera decisions of the Board to the public that the written motion, as passed, be included in section 72 report, with the exception of items pertaining to individuals.

For (2): Trustee Paynter, and Trustee Whiteaker

Against (3): Trustee Leonard, Trustee Hentze, and Trustee Watters

Motion Defeated (2 to 3)

H.3 Mask Mandate for Schools - Trustee McNally

Moved by

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools that includes mask wearing by students K-12, staff, and any adults in school buildings in all school spaces, with exceptions on a case by case basis.to be made by principals, with a documented reason for an exemption.

Chair Leonard proposed to remove item from the agenda as Trustee McNally was not in attendance.

Moved by Trustee Leonard

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools that includes mask wearing by students K-12, staff, and any adults in school buildings in all school spaces, with exceptions on a case by case basis.to be made by principals, with a documented reason for an exemption"* be removed from the agenda.

Motion Carried Unanimously

H.4 Website Search Function - Director - Information Technology for Learning Canty

Director-Information Technology for Learning, Canty presented a recommended motion with respect to providing direction to ITL on how to better search reports on the District website.

Moved by Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) direct the Information Technology for Learning Department to seek a solution to public and Trustee requests to access Board and Committee Meeting reports and attachments, with ease, via the public District website.

Motion Carried Unanimously

H.5 Advocacy Ad Hoc Committee Terms of Reference - Trustee Whiteaker

Moved by Trustee Whiteaker

That the "Advocacy Ad Hoc Committee Terms of Reference" be referred to the March 8, 2021 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

H.6 COVID-19 Related Health and Direction, Trustee Paynter

Trustee Paynter presented the motion and provided rationale.

Moved by Trustee Paynter

The Board of Education of SD61 (Greater Victoria) direct the Chair to write jointly to both the Provincial Health Officer and the Minister of Education requesting a clear answer on whether or not Boards of Education have the authority to exceed COVID-19 related health direction established by the Public Health Officer, the Minister of Education or any other provincial entity.

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

Moved by Trustee Leonard

That the motion *"The Board of Education of SD61 (Greater Victoria) direct the Chair to write jointly to both the Provincial Health Officer and the Minister of Education requesting a clear answer on whether or not Boards of Education have the authority to exceed COVID-19 related health direction established by the Public Health Officer, the Minister of Education or any other provincial entity."* be referred to the March 8, 2021 Operations Policy and Planning Committee meeting.

For (4): Trustee Leonard, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Against (1): Trustee Paynter

Motion Carried (4 to 1)

I. NOTICE OF MOTION

None

J. GENERAL ANNOUNCEMENTS

J.1 GHG Emissions Q and A - Abby Henry

Trustee Paynter expressed concern about the pattern of Q and A from meetings being provided as an attachment to the meetings. Trustee Leonard responded that due to the meetings being held on Zoom and the detailed notice of some of the questions and answers, this action is a reasonable response time for the public.

K. ADJOURNMENT

The meeting adjourned at 10:37pm.

Moved by Trustee Whiteaker

That the meeting adjourn.

Motion Carried Unanimously

Chair

Secretary-Treasurer

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

TO:	Operations Planning and Policy Standing Committee
FROM:	Policy Sub-Committee
RE:	Policy Development Workflow
DATE:	February 8, 2021

Background:

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;

d) To consider such other matters as may be referred by the Board and make recommendations thereon as required.

Issue:

The Policy Sub-Committee would like to clarify with the Board how policy proposals and policy amendments flow to and from the Policy Sub-Committee. This memo, attached flowchart and recommended motion are intended to support the Board and Sub-Committee in establishing a transparent, accountable, and consistent policy development process.

Proposal:

The following is a summary of the workflow depicted in the attached work follow chart:

Policy workflows to the Policy Subcommittee through the regular review of policy, Board motions, and through the enactment of legislation or Ministerial Orders.

The Policy Sub-Committee Develops or revises the policy or bylaw and provides it to Trustees for their written feedback. All written feedback is collated and considered by the Sub-Committee. Any revisions are incorporated, and a new version of the policy is produced.

The revised policy may then be submitted for broader consideration by the OPPS committee, education partners and the public, or where required may go out for specific consultation with stakeholders or specialists. In these instances, the version incorporating Trustee feedback will be used for the consultation and once complete a revised draft policy will then be advanced to OPPS for public scrutiny.

The OPPS committee will debate the policy. Trustees may propose and vote on amendments. The Public and our education partners can provide feedback. The OPPS committee may then approve the policy and advance it to the Board for consideration or send it back to the Policy committee with direction for further revisions or abandonment.

Rationale:

The Policy sub-committee has outlined its intended workflow in order to create clear expectations around our work. The goal of the workflow is to ensure effective, transparent and accountable policy development.

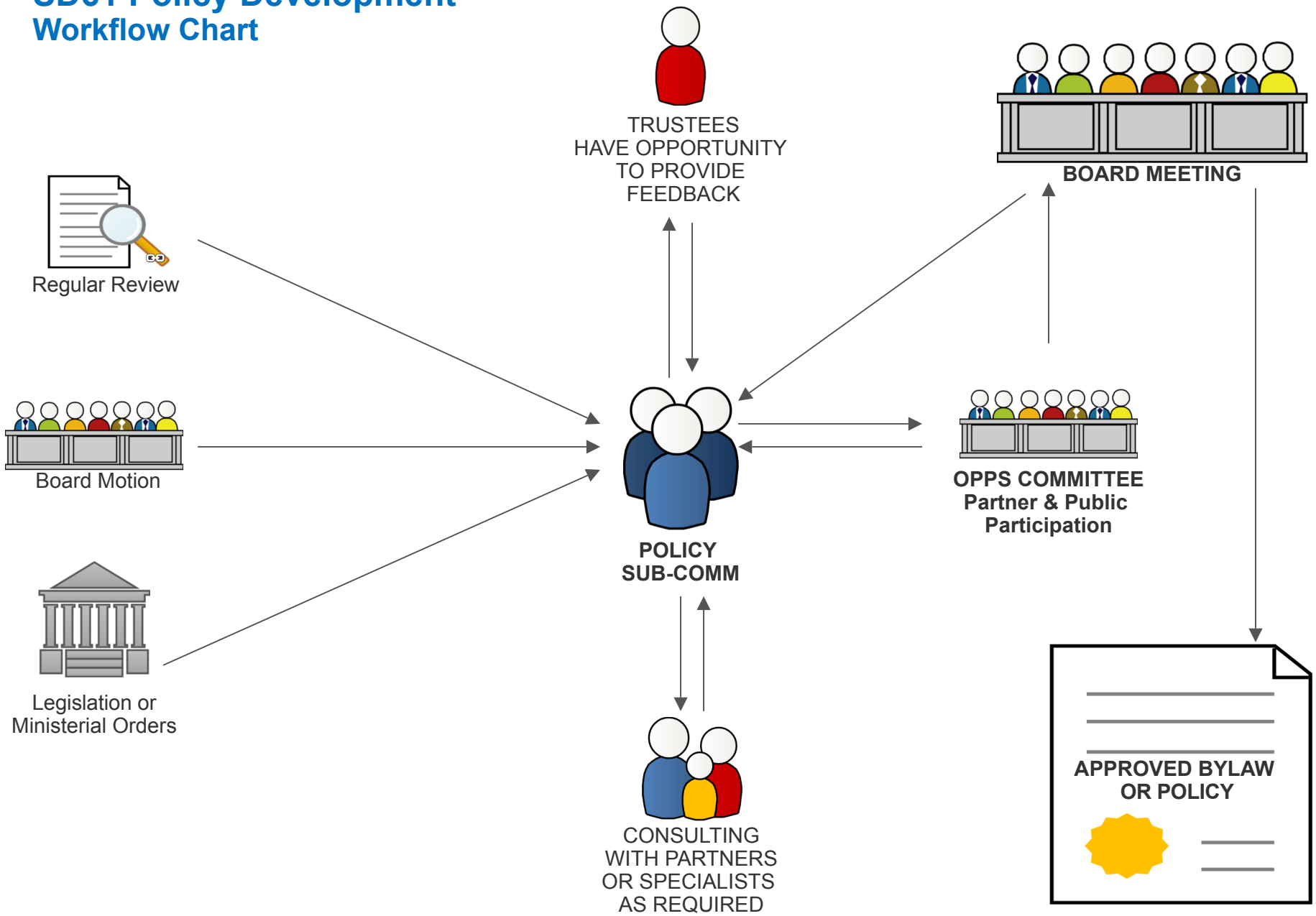
When workflows from the policy committee directly to the Operations, Policy and Planning Committee (OPPS) sometimes the feedback is extensive and time consuming to work through. By providing the policy to Trustees for comment in advance, the Policy Sub-Committee can incorporate all minor edits and consider all significant shifts in order to bring forward the best possible version for consideration by the OPPS committee, district partners.

In cases where the Policy Sub-Committee needs to consult with specific stakeholders or specialists, collecting and incorporating Trustee feedback in advance allows the Sub-Committee to go forward with the best possible version.

Recommendation:

That the Board of Education (SD61) adopt the policy development workflow as presented by the Policy Sub-Committee.

SD61 Policy Development
Workflow Chart



Type	Number	Last Adopted	Title	Action	Reason
Policy	6142.03	1983	Co-Curricular and Extra-Curricular Fine Arts	Abandon	MOE Curriculum
Policy	6145.01	1982	Extra-Curricular Athletics	Re-Classify in Admin Manual	Not needed; established
Policy	6145.02	2009	Supervision Requirements for Secondary School and Middle School Extra-Curricular Athletics	Re-Classify in Admin Manual	Not needed; established
Policy	6151	2007	Class Size	Abandon	Codified in Collective Agreement
Policy	6161.1	1980	Learning Resources for Classroom Use	Re-Classify in Admin Manual	Staff Responsibility
Policy	6161.2	1979	Canadian Content	Abandon	Staff Responsibility
Policy	6162.5	1979	Research	Re-Classify in Admin Manual	Staff Responsibility
Policy	6163.1	1995	Learning Resources	Re-Classify in Admin Manual	Staff Responsibility
Policy	6164.1	1975	Health Services	Abandon	Not needed

POLICY 6142.03

CO-CURRICULAR AND EXTRA-CURRICULAR FINE ARTS

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the aesthetic development of students, and recognizes the artistic and social benefits of presentation of students' work within the community. In keeping with this commitment, the Board endorses the principle of structured co-curricular and extra-curricular programs in fine arts for District students as part of their intellectual, social, emotional, and aesthetic growth, acknowledging that significant learning experiences take place outside the classroom and outside the traditional time frames. The Board also recognizes the value of fine arts presentations within this community, and elsewhere, provided that said presentations are consistent with, and supportive of the approved curriculum.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students to participate in co-curricular arts activities.

Greater Victoria School District

Adopted: April 25, 1983

POLICY 6145.01

EXTRA-CURRICULAR ATHLETICS

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the enhancement of the physical health of the student population and recognizes the emotional and social benefits of healthy competition within a maximal level of participation by all students. In keeping with this commitment, the Board endorses the principle of structured extra-curricular programs in athletics for District students as part of their intellectual, social, emotional and athletic growth.

Within its endorsement, the Board recognizes the value of organized competition between schools, within the Province of British Columbia, by representative teams or individual students by participation in the British Columbia federation of school athletics associations and the Vancouver Island Junior Secondary Schools Athletic Association, provided that such participation does not detract from or preclude the opportunity of students to participate in extra-curricular athletic programs at levels other than school or District representation.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students, if eligible, to participate in school athletic competition.

Greater Victoria School District

Adopted: September 27, 1982

POLICY 6145.02

SUPERVISION REQUIREMENTS FOR SECONDARY SCHOOL AND MIDDLE SCHOOL EXTRA-CURRICULAR ATHLETICS

1. B.C. School Sports (BCSS) Competitive Policies and Procedures Section 6.2.5, the Lower Vancouver Island Secondary School Athletic Association (LVISSA) Constitution and Regulations Section 5:IX-5.1, and the Lower Island Middle School Sports Association (LIMSSA) Constitution and Regulations Section 9:(9.1) state that school teams must be accompanied by a teacher-coach, teacher-sponsor, administrator or adult community coach approved by the principal in accordance with the applicable School District Policy.

2. The Board of Education recognizes the value of organized athletic competition between schools. The Board of Education will endeavour to provide all school teams with either a teacher-coach or teacher-sponsor. If it is not possible to have a school team(s) coached or sponsored by a teacher, the principal may approve an adult community coach who is not a teacher to coach a school team(s) in accordance with the attendant regulations.

Greater Victoria School District

Approved: January 25, 1999
Revised: March 30, 2009

POLICY 6151

CLASS SIZE

The Board of School Trustees of the Greater Victoria School District recognizes the educational value of class size limits and District class size averages.

Greater Victoria School District

Adopted: June 28, 1982
Revised: June 18, 2007

POLICY 6161.1

LEARNING RESOURCES FOR CLASSROOM USE

The Board of School Trustees acknowledges the authority of the Ministry to prescribe courses of study and textbooks and acknowledges that no Board-approved course nor textbook may replace Ministry prescriptions unless approval for the replacement has been granted by the Lieutenant-Governor-in-Council. Nevertheless, the Board recognizes its authority to develop, approve, and implement locally-developed courses and their supporting instructional materials, to develop units and instructional activities to implement and supplement Ministry prescribed courses, and to approve instructional materials to supplement Ministry prescribed texts.

Furthermore, the Board encourages and utilization of appropriate materials and resource personnel from community agencies.

Greater Victoria School District

Adopted: June 18, 1979
Revised: May 12, 1980

POLICY 6161.2

CANADIAN CONTENT

The Board believes that the curriculum for all grades in all subjects should contain as much Canadian content as possible and that Canadian texts and materials should be used where practicable. While acknowledging that certain texts are prescribed, it directs the administration and its teaching staff to carry out this policy to the fullest possible extent within the stated limitation.

Greater Victoria School District

Adopted: November 26, 1979

POLICY 6162.5

RESEARCH

The Board of School Trustees recognizes the importance of research and permits, subject to the approval of the Superintendent of Schools, carefully prepared and properly designed research projects and surveys to be undertaken in the schools of this District.

Greater Victoria School District

Adopted: February 19, 1973
Revised: July 1975
Revised: March 1, 1979

POLICY 6163.1

LEARNING RESOURCES

The Greater Victoria School Board believes that all resources, human and material, are learning resources and therefore must be equitably available and accessible across the district.

It further believes that the central purpose of all learning resources, services and supporting facilities, is to enable learners to construct knowledge and create meaning from diverse information sources.

Resources and resource services will be an integral part of instructional programs, be collaboratively designed and serve to assist students to develop the information acquisition and processing skills, and recreational reading habits which inspire a life-long love of learning.

Greater Victoria School District

Approved: March 1982
Suspended: March 1992
Renamed and Revised: February 27, 1995

POLICY 6164.1

HEALTH SERVICES

Health services for the School District shall be the responsibility of the Capital Regional Community Health Board.

Greater Victoria School District

Adopted: January 20, 1975

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 shall meet in general session 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 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 have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District. 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 take place at the November Board meeting.

3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general 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 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.

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 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 minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)

     * No public debate with presenters; information only will be received

     * 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.

   In addition to the opportunities to present at Standing Committees, 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 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 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 fail to conclude the business of the agenda by the time of adjournment the Chair may 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 be prepared and circulated by the Chair of the Board.

9. There shall 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.

10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.

11. The Agenda shall 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

       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 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 be as above, unless varied at the meeting by majority vote.

12. A copy of the Agenda shall 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.

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*, the 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. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically must provide a minimum of 48 hours' notice of such attendance.

15. With the exception of poll votes pursuant to Bylaw 9011, the Board 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 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

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 ~~shall~~ will regularly meet ~~in general session~~ 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 will be on the second Monday of the month.

2. In addition to the regularly scheduled meetings of the Board ~~in general session~~, the newly elected Board, ~~as elected, shall~~ will 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 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.

3. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives will take place at the November Board meeting~~. to various agencies where the Trustees have regular representation and the appointment of Trustees to internal and external committees shall 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.

4. 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 general meetings of the Board. ~~upon not less than forty eight hours' notice in writing to all trustees.~~

5. 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.

6. 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 p.m.~~ 10:30 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 minutes; ~~there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair) In the event that the named speaker does not wish to speak, the speaking opportunity will be forfeited.~~ 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 will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.

* There will be no public debate with presenters; information only will be received

* The Question Period is limited to 15 minutes

7. ~~Wherever possible~~, The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings ~~rather than a Board meeting~~ in order to facilitate dialogue with the public before decisions are made. ~~Discussions 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.~~

   ~~In addition to the opportunities to present at Standing Committees, 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 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 Board of Education considering the motion. Each Stakeholder representative will have up to two minutes to provide comment through the Chair.~~

   In addition to the opportunities to participate at Standing Committees, the Board Chair will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being debated by the Board. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

8. In the event that the Board ~~shall~~ may fail to conclude the business of the agenda by the time of adjournment the Chair may ~~designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.~~ ask the board to prioritize the remaining agenda items. Agenda items not concluded at the meeting, will be placed on the next month's agenda.

9. ~~The~~ All agendas ~~shall~~ 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 Tuesday before the meeting.

~~9. There shall 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.~~

10. The agenda ~~shall~~ will be approved by ordinary motion as the first item of business at each meeting.

11. The 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 ~~Student Achievement Presentations; District Presentations; Community Presentations~~ Presentations of which first priority will be given to schools, and then to the public and community.

B. Opportunity for Comments from the Public (15 minutes)

C. Correspondence

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

E. Board Committee Reports:

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

F. ~~District Leadership Team~~ Staff Reports

G. Question Period

H. Public Disclosure of In-Camera Items

I. New Business/Notice of Motions

J. 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 General Meeting 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*, the ~~Board~~ Chair 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. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff. ~~Trustees wishing to attend electronically must will provide a minimum of 48 24 hours' notice of such attendance.~~

15. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Chair, the Board ~~shall~~ will 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: February 2021

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 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 will 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 for the first time within 30 days after the official results of the election of trustees will have been declared, for the purpose of receiving the results, the swearing in of Trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board 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.

3. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives 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.

4. The Chair, the Secretary-Treasurer or any three trustees, may call a special or extra-ordinary meeting of the Board, in addition to the regularly scheduled general meetings of the Board.

5. A special meeting 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.

6. The following procedural matters will be implemented:

   - 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 10:30 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 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 will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.

* There will be no public debate with presenters; information only will be received

* The Question Period is limited to 15 minutes

7. The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings in order to facilitate dialogue with the public before decisions are made.

In addition to the opportunities to participate at Standing Committees, the Board Chair will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the

Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being debated by the Board. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

8. In the event that the Board 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 items. Agenda items not concluded at the meeting, will be placed on the next month's agenda.

9. All agendas will be prepared by the Chair of the Board, and circulated by the Chair or designate. Proposed agenda items will be provided to the Secretary-Treasurer no later than the Tuesday before the meeting.

10. The agenda will be approved by ordinary motion as the first item of business at each meeting.

11. The Agenda 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.

    B. Opportunity for Comments from the Public (15 minutes)

    C. Correspondence

    D. Chair's Report; Trustee Reports

    E. Board Committee Reports:

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

F. Staff Reports

G. Question Period

H. Public Disclosure of In-Camera Items

I. New Business/Notice of Motions

J. Adjournment

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

12. An electronic copy of the General Meeting Agenda will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's 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*, the Chair 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. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff.

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Greater Victoria School District

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Greater VICTORIA School District

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4220 Fax (250) 475-4112

Office of the Associate Superintendent

Colin Roberts – Associate Superintendent

To: Operations Policy and Planning Committee

From: Colin Roberts

Date: February 8, 2021

RE: School Calendar 2021-2022

After consultation with the following partner groups: ASA, CUPE 947, CUPE 382, GVTA, VCPAC and VPVPA (as well as School Districts No. 62 and No. 63) a draft calendar has been developed for the 2021/2022 School Year.

In accordance with the School Act, Boards must make their proposed calendar public by February 28, 2021 and submit their calendars to the Ministry by March 31, 2021. The Board must provide an opportunity to parents and representatives of employees to provide comments to the Board with respect to the proposed school calendar.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2021/2022 school calendar on the School District's website for a period of one month:

2021/2022 School Calendar*

School Opening	September 7, 2021
First non-instructional day	September 27, 2021
Thanksgiving	October 11, 2021
Second non-instructional day	October 22, 2021 (Province wide)
Remembrance Day	November 11, 2021
Third non-instructional day	November 12, 2021
Schools close for Winter vacation	December 17, 2021
Schools re-open after Winter vacation	January 4, 2022
Fourth non-instructional day	February 18, 2022
Family Day	February 21, 2022
Schools close for Spring vacation	March 18, 2022
Schools re-open after Spring vacation	April 4, 2022
Good Friday	April 15, 2022
Easter Monday	April 18, 2022
Fifth non-instructional day	May 20, 2022
Victoria Day	May 23, 2022
Administrative Day and School Closing	June 24, 2022

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

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

Vic High Construction Project Video Surveillance

Deployment Plan

Policy 3517.3 Security Video Surveillance at School Sites (and corresponding Regulation 3517.3)

February 8, 2021

1. DEPLOYMENT PROPOSAL FOR VICTORIA HIGH SCHOOL

The Contractor (Durwest Construction Management) for the Vic High Seismic Upgrade and Expansion project has erected extensive rental fencing around portions of the school. People nearly every night are damaging the fencing and climbing over it to get inside the unsafe work area. Durwest and the District are faced with liability issues from intruders getting hurt on the construction site to theft of expensive equipment.

2. CONSULTATION PACKUP TO STAKEHOLDER GROUPS

- Appendix A
- A description of the problem that video surveillance deployment is proposed to control.
- A copy of the District Video Surveillance Policy.
- Details of alternatives tried or considered and why they were, or are, considered to be ineffective.
- The location(s) being proposed for the surveillance cameras.
- The length of time to be deployed, the reasons for the time frame selected and the date that the deployment will come up for review.

3. SUPPORT FROM STAKEHOLDER GROUPS

- Appendix B: Public Feedback
- There was good support from all stakeholders.

4. EVIDENCE OF ALTERNATIVES TRIED & RESULTS

a) Fencing:
Fencing has been placed around the project. Vandals take it down and at times damage the fencing. People climb over it to get inside. Fencing is an expected project cost and included in the construction project budget.

b) Security:
The District has been paying for a security guard overnight. Depending on the activity of the vandals, the company providing the static guard has advised it will require two static guards on site from time to time, when it deems one is placed in an unsafe situation. The cost of security guards is $6,500 (1) to $13,000 (2) per month. The monthly cost is a construction project cost. Video surveillance will cost $1,700-$2,000 per month.

c) Police Patrol:
The Guard calls VIC PD nearly every night. Once police clear the area, people filter back to continue with intrusion and damage.

5. EVIDENCE OF ALTERNATIVES CONSIDERED BUT NOT ACTIONED & WHY OR N/A

There are no alternatives that have not been actioned.

6. ACTIONS BEING CONTEMPLATED

Video surveillance

7. PHYSICAL DEPLOYMENT PLAN

Cameras would be installed along the fence line at the edge of the field by the track running in a north/south configuration and would extend beyond the fence line by 3 or 4 metres (see attachment denoting  for camera location with 2 cameras installed at each  .

Keeping the site secure is very important for safety, liability and risk reduction.

8. LENGTH of TIME FOR DEPLOYMENT and REVIEW DATE

The Vic High construction project is identified as a two (2) year project with completion in August 2022. The cameras are proposed to be in place for the duration.

A review of the effectiveness will occur every six (6) months by Durwest and SD61 Capital Staff.

Cameras will be active from Dusk to Dawn and will not be accessed UNLESS there has been an incident.

Any footage will be restricted to SD61's Director of Facilities Services and Capital Project Manager.

9. PRIVACY IMPACT ASSESSMENT

Appendix C

Vic High Construction Project Video Surveillance

Deployment Plan

Policy 3517.3 Security Video Surveillance at School Sites (and corresponding Regulation 3517.3)

October 28, 2020

1. DEPLOYMENT PROPOSAL FOR VICTORIA HIGH SCHOOL

The Contractor (Durwest Construction Management) for the Vic High Seismic Upgrade and Expansion project has erected extensive rental fencing around portions of the school. People nearly every night are damaging the fencing and climbing over it to get inside the unsafe work area. Durwest and the District are faced with liability issues from intruders getting hurt on the construction site to theft of expensive equipment.

2. CONSULTATION PACKUP TO STAKEHOLDER GROUPS

- A description of the problem that video surveillance deployment is proposed to control.
- A copy of the District Video Surveillance Policy.
- Details of alternatives tried or considered and why they were, or are, considered to be ineffective.
- The location(s) being proposed for the surveillance cameras.
- The length of time to be deployed, the reasons for the time frame selected and the date that the deployment will come up for review.

3. SUPPORT FROM STAKEHOLDER GROUPS

TBD based on consultation period October 28, 2020 to November 11, 2020.

4. EVIDENCE OF ALTERNATIVES TRIED & RESULTS

1. Fencing:
   Fencing has been placed around the project. Vandals take it down and at times damage the fencing. People climb over it to get inside. Fencing is an expected project cost and included in the construction project budget.

2. Security:
   The District has been paying for a security guard overnight. Because the security guard is continually harassed by the people on site, the company providing the static guard has advised it will now require two static guards on site as they deem one to be placed in an unsafe situation. The cost of $6500 per month will increase to $13,000 per month for the duration of the project or cessation of damage and break-in. The monthly cost is an unexpected, unbudgeted construction project cost.

3. Police Patrol:
   The Guard calls VIC PD nearly every night. Once police clear the area, people filter back to continue with intrusion and damage.

5. EVIDENCE OF ALTERNATIVES CONSIDERED BUT NOT ACTIONED & WHY OR N/A

There are no alternatives that have not been actioned.

6. ACTIONS BEING CONTEMPLATED

Video surveillance

7. PHYSICAL DEPLOYMENT PLAN

Cameras would be installed along the fence line at the edge of the field by the track running in a north/south configuration and would extend beyond the fence line by 3 or 4 metres (see attachment denoting  for camera location with 2 cameras installed at each  .

Keeping the site secure is very important for safety, liability and risk reduction.

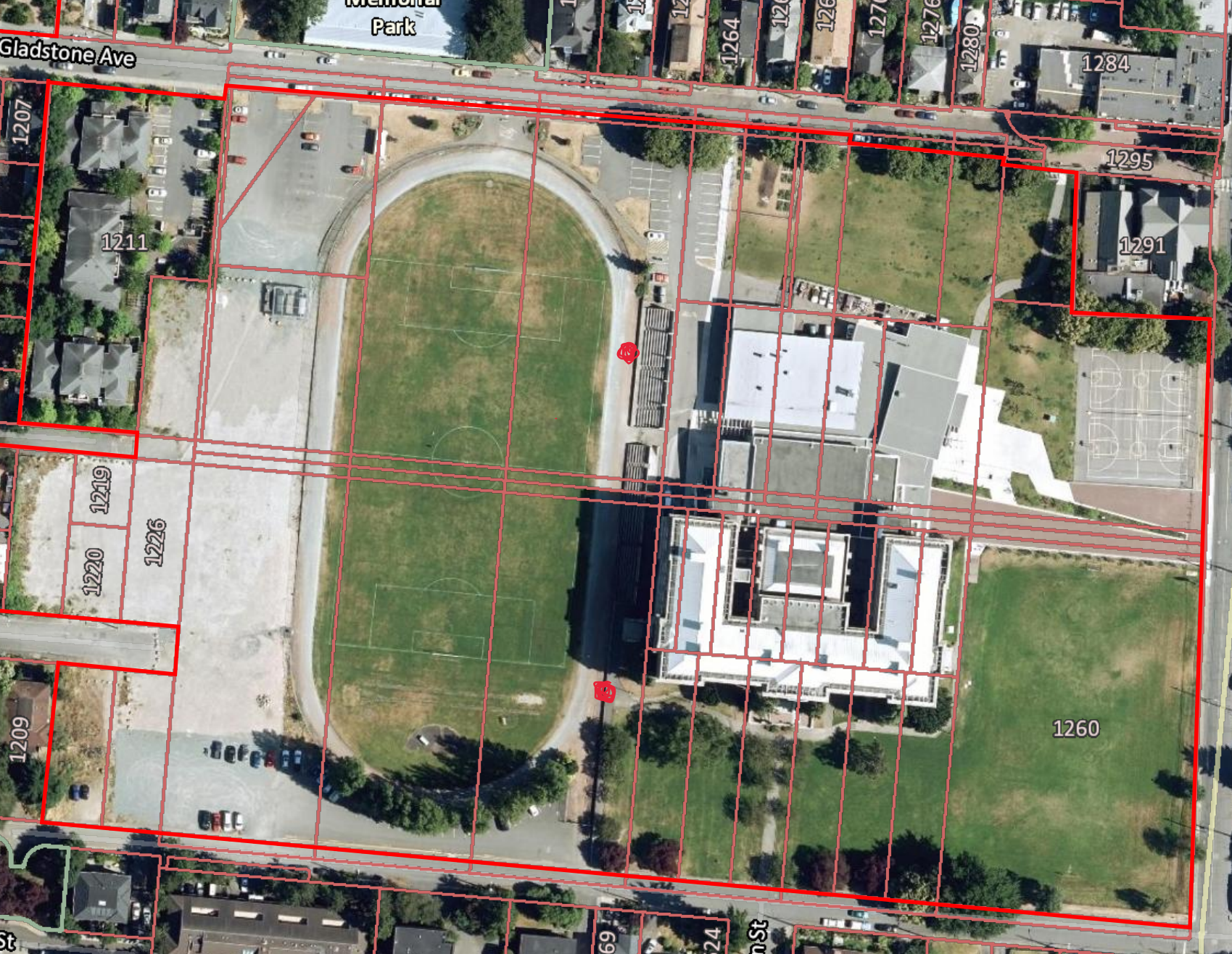
8. LENGTH of TIME FOR DEPLOYMENT and REVIEW DATE

The Vic High construction project is identified as a two (2) year project with completion in August 2022. The cameras are proposed to be in place for the duration.

A review of the effectiveness will occur every six (6) months by Durwest and SD61 Capital Staff.

Cameras will be active from Dusk to Dawn and will not be accessed UNLESS there has been an incident.

Any footage will be restricted to SD61's Director of Facilities Services and Capital Project Manager.


Memorial
Park
Gladstone Ave
1264
1280
1284
1207
1211
1295
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St

POLICY 3517.3

SECURITY - VIDEO SURVEILLANCE AT SCHOOL SITES

Preamble

Video Surveillance is a complex issue in that it attempts to balance the rights to physical security and protection of property against the privacy rights of individuals. The intent of this policy is to ensure that the need to deploy video surveillance is compelling and that any resulting effects on privacy rights are minimized.

The Freedom of Information and Protection of Privacy Act for BC governs the use of video surveillance. It is intended that this policy will meet both the requirements and the spirit of this legislation as well as any interpretations and recommendations made by the BC Privacy Commissioner from time to time.

This policy is not intended for emergency deployments such as a short term covert action relating to a specific criminal investigation. This policy does not apply to non-school buildings owned or operated by the School District.

Video surveillance cameras are being deployed in increasing numbers to improve safety and reduce vandalism. There are concerns by some about video surveillance including the impact on one's sense of privacy; the effect on the atmosphere of the school; the educational messages with respect to trust, security and privacy; desensitization towards privacy issues due to indefinite use; the use for supervision instead of more appropriate methods and being used solely as a cost savings measure. There are others that claim it could be a cost saving measure and may reduce aberrant behavior when used appropriately. It is felt that people may have a higher expectation of privacy inside a school and during school hours. There is also concern that video surveillance does not address the underlying causes of the behaviors which it seeks to control. Finally, it is felt that all parties whose privacy may be impacted by video surveillance have the right

to have input on its deployment as well as the right to be aware that they are under video surveillance.

Guiding Principles for Regulations:

1. Ensure that consultation processes used are thorough, adequate and appropriate in the circumstances.
2. Ensure that there is a compelling reason for each deployment.
3. Ensure that video surveillance is only used after all other reasonable and less invasive alternatives have been considered.
4. Ensure that deployment is for a time frame realistically tied to the problem that led to the deployment.
5. Ensure that video surveillance records are secure and that access is severely restricted.
6. Ensure that reporting procedures are designed to build empirical evidence to assist in assessing the efficacy of future deployment requests.

Greater Victoria School District

Approved: October 2005

REGULATION 3517.3

SECURITY - VIDEO SURVEILLANCE AT SCHOOL SITES

1. Deployment

a) Consultation with parents shall precede any video surveillance approval and shall be conducted at the school level. District partner groups shall be informed. The process for school level consultation shall include an information package to be sent to parents, staff and students (where appropriate) and any other parties requesting information. The immediate surrounding community shall be informed prior to deployment, by whatever means deemed appropriate by the principal. This information package should normally include:

i) A description of the problem that video surveillance deployment is proposed to control.

ii) A schedule of the consultation process including the place for a meeting where interested parties can provide their input, the format for input / dialogue / feedback, and when the final decision will be made.

iii) A copy of the District Video Surveillance Policy.

iv) Details of alternatives tried or considered and why they were, or are, considered to be ineffective.

v) The location(s) being proposed for the surveillance cameras.

vi) The length of time to be deployed, the reasons for the time frame selected and the date that the deployment will come up for review.

b) The completed proposal for deployment shall be forwarded to the Superintendent and shall include:

i) A clear and concise statement on the reasons for deployment.

ii) A copy of the consultation package that was circulated to stakeholder groups.

iii) Information that reflects a sufficient level of support from the various stakeholder groups.

iv) Evidence of alternatives tried and the results of such efforts.
v) Evidence of alternatives considered but not tried and the reasons why they cannot be tried or are not applicable.
vi) Intended outcomes from the deployment.
vii) The actions, if any, that are being contemplated to deal with the underlying problems or issues.
viii) A physical deployment plan.
ix) The length of time to be deployed, including reasons for the time frame as well as a review date.

c) The Superintendent, in reviewing a proposal for deployment, shall ensure that its contents, and the process that developed it, conform to the rules and spirit of this policy. The Superintendent may delegate this procedure.

2. Authorized and Prohibited Use

a) Video surveillance cameras may be used pursuant to an approved deployment plan where:
i) There has been prior property damage and the proposed surveillance is anticipated to be a viable deterrent to future damage.
ii) There is a threat to the safety or security of students, staff or public resulting from extraordinary circumstances that would not be routinely monitored by normal supervision.
iii) There have been reported occurrences of criminal activity.

b) Video surveillance cameras are prohibited and shall not:
i) Be used for any form of supervision that would or could be routinely carried out by supervisory personnel.
ii) Be used for active monitoring.
iii) Be deployed inside a school with the exception of hallways, stairwells and other common areas and only then in extraordinary circumstances.
iv) Be operational in the facility during normal school hours except in extraordinary circumstances.

c) Primary use shall not be for disciplinary purposes.

d) Any change in camera locations must be approved by the principal and must be consistent with the approved deployment plan.

e) Cameras shall be directed only at school property and shall not be aimed in any direction that provides a view through windows to areas inside the school buildings or at non-school properties.

3. Notification

a) Public notification signs, clearly written and prominently displayed, will be placed in areas that are subject to video surveillance. The notices will include:

i) Contact information to allow persons to ask questions regarding the surveillance system.

ii) Times during which the surveillance system is operational.

4. Security

a) Designated employees or agents of the school district shall be the only authorized personnel to install video cameras.

b) Only the principal or a person authorized by the principal shall have access to the key that opens the camera boxes.

c) Only the principal or designate shall have access to the computer or media on which video surveillance records are stored.

d) The computer and / or recording media shall be stored in a secure area to which only the principal or designate has access.

e) Recordings may never be sold, publicly viewed or distributed in any way except as provided for by this policy and appropriate legislation.

5. Viewing and Documenting of Recordings

a) Recordings may be viewed only when there has been apparent damage to school property or a reported incident of criminal activity.

b) Each occurrence of access to video surveillance records shall be documented including:

i) The date and time that the records were accessed.

ii) The persons who viewed the records.

iii) The reason that the records were accessed.

iv) Subsequent actions resulting from the viewing.

c) Access records shall be forwarded to the Superintendent at the end of each deployment period and extension thereof.

d) Recordings may be viewed only by the Principal, the Superintendent, a person designated by the Superintendent, or by parents and students pursuant to paragraph 5(e) or others under 5(f).

e) Pursuant to the rules and restrictions of the Freedom of Information and Protection of Privacy Act, parents or guardians may request to view a segment of a recording that includes their child(ren).

Students may view segments of a recording relating to themselves, if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act.

Viewing by a student, parent, or guardian must be in the presence of the Principal. Prior to viewing a recording, a student, parent or guardian shall be informed of their right to request that an advocate be present and shall be provided reasonable time to consider this right and arrange for an advocate, if so desired.

Viewing may be refused or limited where it would be an unreasonable invasion of a third party's personal privacy, where it would give rise to a concern for a third party's safety, or where there is any other ground recognized under the Freedom of Information and Protection of Privacy Act.

f) Incoming requests for recordings or viewings from other public bodies or law enforcement agencies must be justified and must contain the following information:
   i) The name of the individual whose information is requested.
   ii) The precise nature of the information requested.
   iii) The authority for the investigation.
   iv) The purpose for which the requesting public body will use the information.
   v) The name, title and address of the person authorized to make the request.
   vi) If pursuant to a court order, a copy of the order.

6. Retention of Recorded Information

a) All recordings shall be erased within two months except:
   i) Where an incident raises the prospect of a legal claim by or against the School District, the recording, or a copy of it, shall be sent to the Secretary-Treasurer's Office upon request.
   ii) Where the Principal, Superintendent, student, parent, guardian, or staff member has requested that the recording be held relating to a specific incident that has not yet been resolved.
   iii) Where the recording has been used in the making of a decision about an individual, in which case the recording must be kept for a minimum of one year as required by the

Freedom of Information and Protection of Privacy Act, unless earlier erasure is authorized by or on behalf of the individual.

7. Extension of Deployment Period

a) At least 30 days prior to the expiration date of any deployment period or extension thereof, a proposal for deployment extension may be made to the Superintendent and shall include:

i) A clear and concise statement on the reasons for continued deployment.

ii) Information on the impact of deployment on the problem that deployment sought to control as well as on privacy rights.

iii) Evidence that the various stakeholder groups continue to support the deployment.

iv) Update on other actions used or being contemplated to deal with the underlying problems or issues.

v) Length of time extension is requested.

Greater Victoria School District

Approved: October 2005

APPENDIX B

Vic High Surveillance Consultation Notes and Summary

Public engagements consisted of:

- Email with proposal out to all parents at Vic High and community reps from GVTA, CUPE, FCA, Fernwood NRG, Vic High S.A.E.E, City Mayor (neighbour), Victoria Beacon MLA elect. (neighbour). October 28, 2020
- Paper version of proposal delivered direct neighbors of Vic High grounds. October 30, 2020
- Public zoom consultation held on Nov 5, 2020
- Student forum held at Vic High Topaz campus, app 25 students attended. Nov. 6, 2020

Summary of Feedback

Proposal should include having cameras at Topaz campus. *Email suggestion*

Fencing has improved the ongoing late night concerns at Vic High. *Public consultation*

General support for cameras. *Student engagement*

Questions about funding and impact on cost or cost savings. *Public consultation and email*

Questions about details of the surveillance were responded to directly in terms of area captured by video etc.

Public Consultation Summary

November 5, Vic High Surveillance Camera Public Meeting

In attendance:

SD Staff - Aaron Parker, principal, Jim Soles, project manager, Lisa McPhail, communications and community engagement manager, Stu Wheeler, teacher, Kim Morris, secretary treasurer

Public participants – 2 zoom participants

Review of Proposal – Aaron Parker and Jim Soles presented proposal

Question / Feedback from participant 1– Any damage or activity from the Fernwood Street?

Response – Less activity on that side but camera's will capture grant street entrance of school.

Any lighting considered around the school?

Response – SD experience is that lighting tends to encourage the vandalism.

Question / Feedback from participant 2-– Bleachers – significant difference of noise when the first set of bleachers were taken down. Any plans to remove other set of bleachers. Still lots of activity and fireworks. Noise throughout the night about 3 – 5 times a week.

Response - No intention to remove the remaining bleachers. They are a memorial for fallen soldiers. Originally the construction team fenced off the whole bleacher area but have since left some open due to persistent access to the seating– left some bleachers open due to ongoing damage.

Not opposed to the camera.

Very bright light from back of Vic High. Going into West Side. Construction light in the evening?

Response – likely a construction light. Will look into need for light through the evening.

Email Responses

From: [redacted]
Sent: Friday, October 30, 2020 10:17 AM
To: [redacted]
Subject: Re: Message from Victoria High School

CAUTION: External email. DO NOT click links or open attachments unless you are confident about the source.

This meeting needs to be revised to include surveillance cameras at the SJ Willis Campus as well as it is within the Burnside Gorge neighborhood and located adjacent most closely to the Comfort Inn and then the 3100 block of Douglas. Our family lives on Washington Avenue next to Cecelia Ravine Park and I am involved with the Burnside Gorge Community Association as well as being in contact with our Community Resource Officer Cts Mark Jenkins.

Thank you,

[redacted]

From: [redacted]
Sent: Friday, October 30, 2020 2:31 PM
To: Vichigh <vichigh@sd61.bc.ca>
Subject: Video Surveillance at Vic High

CAUTION: External email. DO NOT click links or open attachments unless you are confident about the source.

Hello,

I live at [redacted] Gladstone and received your notice about potentially installing cameras near the bleachers.

Did we receive this notice because our property may potentially be captured by the North facing camera's field of view? I hope this is not the case.

The camera's field of view should be restricted to school property and, ideally, to the areas of concern (e.g. areas with expensive construction equipment or areas likely to be subject to criminal activity like the bleachers).

I note that your plan thus far has mostly relied on security measures to protect the area from the people who congregate in the area, but it seems you may not have considered measures which would discourage people from congregating there in the first place.

People go there because it is dark and has seats. Before the school constructed a cage around the entrance, there was also a problem with people partying in the alcove near the entrance close to there too. Now, thanks to your action, it is rarely an issue because anyone who hangs out there is out in the open.

Has the school considered similar measures for the bleachers? Constructing a cage around the bleachers to restrict access, removing the benches or installing flood lights may work as deterrents which would lead to less issues with folks partying there entering the construction site without the need to instal surveilance.

Have you already completed your Privacy Impact Assessment? If so, would you be willing to share it?

Thank you,

[redacted]

[redacted] Gladstone Ave.

-----Original Message-----
From: [redacted]
Sent: Friday, October 30, 2020 10:11 PM
To: Vichigh <vichigh@sd61.bc.ca>
Subject: Memo on video surveillance

CAUTION: External email. DO NOT click links or open attachments unless you are confident about the source.

Thanks for the communication. I'm glad to read the concerns are being identified as something to be addressed.

The image outlining deployment plans is illegible. Do you have a schematic that would clearly show deployment plans? The text description seems to indicate you have no plans for the front or side of the building both of which see nuisance activities many nights; including tonight just a short distance from where your security was parked shining their headlights into my living room.

I'm curious what evidence exists that video might be more effective than additional security? Is this solely a cost mitigation strategy or an effort to deal with a persistent challenge? It sounds as though your intent is for cameras to replace security guards? I'm not sure I'm clear on the rationale for how retroactive viewing of footage that will avoid costs of theft/vandalism or support a timely response to incidents? I'm also unclear how reducing the responsiveness of site monitoring mitigates the identified liability concerns?

That the project budget didn't account for security costs for a project at a site with a pattern of graffiti and general mischief sounds like a project planning failure rather than an unexpected cost. I couldn't tell you the number of times I've seen people scale the building or walked the dog in the morning and seen new graffiti. The area by the tree along Grant by the track regularly smells of urine and has a range of debris. Surely the site has been aware of these concerns for some time and project planning might have anticipated ongoing concerns?

I'd appreciate any information you're able to provide.

Thanks,
[redacted]

Hello Aaron

Thank you for the invitation. I am unable to attend this meeting due to an AGM for [redacted] fiddle group this evening.

I note that the cost of additional security has been calculated: "The cost of $6500 per month will increase to $13,000 per month for the duration of the project or cessation of damage and break-in. The monthly cost is an unexpected,
unbudgeted construction project cost."

Apparently, the "District has been paying for a security guard overnight." Is the District using the contingency fund for Vic High's seismic upgrade to pay for security? If the Board votes in favour of this proposal will the District use the contingency fund to pay for the surveillance cameras? If so, what amount is the balance of the contingency fund after these projected costs (security and cameras) are applied?

Also, I am unclear about the following:

- the cost analysis of the surveillance cameras—it seems to be missing from this plan
- whether the suggested surveillance is in addition to the costs of security guard(s) noted above, or the cameras are intended to replace the security guard(s)
- the apparent assumption that surveillance cameras "installed along the fence line" would be safe even though "fencing has been placed around the project. Vandals take it down and at times damage the fencing. People climb over it to get inside."

I will leave privacy issues to others to discuss.

Best regards,

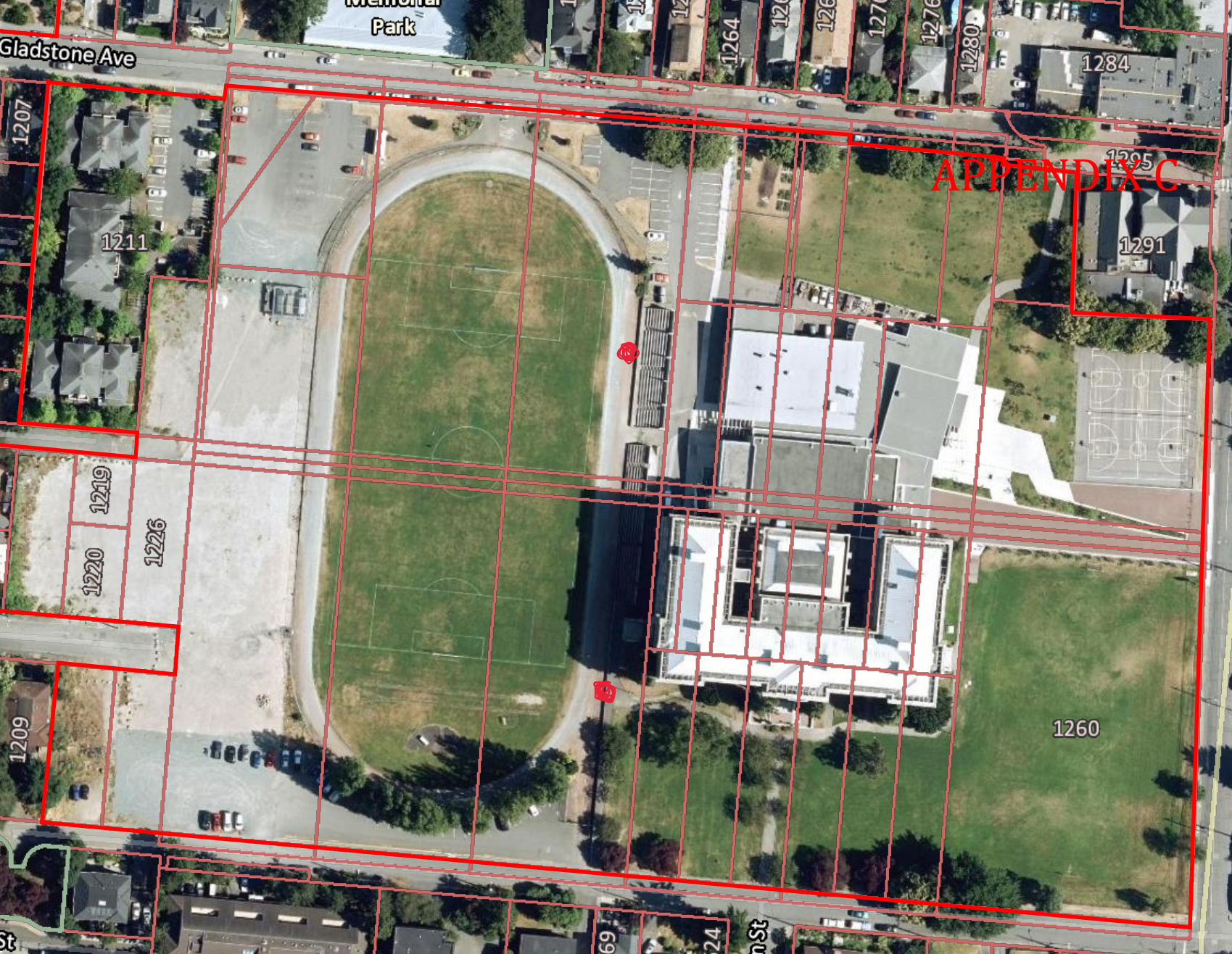
[redacted]

Summary of Student Engagement

Hi Aaron,

At the leadership meeting on Friday, the students were unanimously in favour of security cameras. They stated that the security of the building and potential cost to our community due to damage caused outweighs privacy concerns of the local community – in their opinions. They had some questions:

1. Would the cameras capture footage 24/7 or just when a sensor was triggered when someone was near the building?
2. Who is responsible for monitoring the footage and who does that go to?
3. What is the distance that the cameras reach – beyond the school property?


Memorial
Park
Gladstone Ave
1264
1280
1284
1207
1211
1295
1291
1219
1226
1220
1209
1260
APPENDIX C

APPENDIX D

BRITISH COLUMBIA

Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

Why do I need to do a PIA?
Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FOIPPA. Public bodies should contact the privacy office(r) for their public body to determine internal policies for review and sign-off of the PIA. Public bodies may submit PIAs to the Office of the Information and Privacy Commissioner for BC (OIPC) for review and comment.

If you have any questions about this PIA template or FOIPPA generally, you may contact the Office of the Chief Information Officer (OCIO) at the Privacy and Access Helpline (250 356-1851). Please see our PIA Guidelines for question-specific guidance on completing a PIA.

What if my initiative does not include personal information?
Public bodies still need to complete Part 1 of the PIA and submit it along with the signatures pages to their privacy office(r) even if it is thought that no personal information is involved. This ensures that the initiative has been accurately assessed.

Part 1 – General

Name of Department/Branch:	K-12 Education, School District 61 (Greater Victoria)		
PIA Drafter:	Chuck Morris-Director of Facilities Services		
Email:	cmorris@sd61.bc.ca	Phone:	522
Program Manager:	**Chuck Morris**		
Email:	cmorris@sd61.bc.ca	Phone:	522

In the following questions, delete the descriptive text and replace it with your own.

1. Description of the Initiative

This initiative is to develop a Privacy Impact Statement reflecting the potential requirement for video surveillance from time to time in the school district.

2. Scope of this PIA

This PIA covers the background and rationale for the request to use video surveillance from time to time. Working alongside this PIA is another Document called 'Deployment Proposal' that will cover all other less intrusive alternatives already tried and identify consultation with the staff at the facility in question and immediate neighborhood. Included will be camera locations, hours of operation and area under surveillance. In addition signage shall be posted, location where it shall be posted and include district contact information.

3. Related Privacy Impact Assessments

This PIA along with our Deployment Proposal will work in tandem. This PIA is solely related to the use of video surveillance as and when deemed appropriate

4. Elements of Information or Data

Potential placement of video equipment has all been external, running from dusk to dawn and field of view strictly along building facades without leaving the property; without impinging on any neighboring residences or business. The only elements of data would be those who may be caught vandalizing the section of the building that was under surveillance. If legible, the information would be passed on to police. There is no monitoring. Access strictly prompted by an incident. Two people are the only ones having access; the Director of Facilities Services and our Manager of Communications and Security.

If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If no personal information is involved, please submit Parts 1, 6, and 7 to your privacy office(r). They will guide you through the completion of your PIA.

Part 2 – Protection of Personal Information

In the following questions, delete the descriptive text and replace it with your own.

5. Storage or Access outside Canada

Recorded Information is kept within the school district on a secure server or secure device at a school. Any existing systems (at a school or elsewhere will be brought into compliance with this document, if some may be non-compliant). None of the recorded information resides anywhere else. If anything goes wrong our own Technician (designated) is responsible to effect repairs. The Technician is an employee of SD 61.

6. Data-linking Initiative*

In FOIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.	
1. Personal information from one database is linked or combined with personal information from another database;	**NO**
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	**NO**
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	**NO**
If you have answered "yes" to all three questions, please contact your privacy office(r) to discuss the requirements of a data-linking initiative.	

7. Common or Integrated Program or Activity*

In FOIPPA, "common or integrated program or activity" is strictly defined. Answer the following questions to determine whether your initiative qualifies as "a common or integrated program or activity" under the Act. If you answer "yes" to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.	
1. This initiative involves a program or activity that provides a service (or services);	**NO**
2. Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	**NO**
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	**NO**
Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.	

8. Personal Information Flow Diagram and/or Personal Information Flow Table

Both a flow diagram and a table must be included if the PIA is related to a common or integrated program or activity or a data-linking initiative. (See Appendix A)

Personal Information Flow Table

	Description/Purpose	Type	FOIPPA Authority
1.	*Email received from staff, parent, public or police*	*Collection*	*26(c), 27(2)*
2.	*Email client back requesting more information*	*Disclosure*	*33.1(7)*
3.	*Viewing review authorized under FOIPPA. Review logged and filed.*	*Disclosure & Use*	*33.2(c) and 32(a)*
4	*School Act Authorization*	*Collection*	*74.01*

5	School District	Collection	26(a)
6	School District	Regulation	3517.3

9. Risk Mitigation Table

Risk Mitigation Table				
	Risk	**Mitigation Strategy**	**Likelihood**	**Impact**
1.	*Employees will not have access.*	*Systems tightly controlled and managed. Password protected. Specific personal oversee and control security of systems.*	*Low*	*High*
2.	*Request from Parent / Public / Staff / Police requests for viewing*	*Implementation of identification verification procedures through voice and in person methods*	*Low*	*High*
3.	*Personal information is compromised when transferred to the requestor*	*Information will not be sent electronically. Will be in person or to the police, on disc if required*	*Low*	*High*
4.	*Personal information from video surveillance sent electronically*	*Regulations developed to inform requestor nothing will be sent electronically. Must be in person in controlled setting.*	*Medium*	*Medium*

Part 3 – Security of Personal Information

If this PIA involves an information system, or if it is otherwise deemed necessary to do so, please consult with your public body's privacy office(r) and/or security personnel when filling out this section. They will also be able to tell you whether you will need to complete a separate security assessment for this initiative.

***10.* Please describe the physical security measures related to the initiative (if applicable).**

Buildings key card or PIN access, room – lockset, Device password protected, access by one or two staff only and log records as well knowledge of location of device very limited

11. Please describe the technical security measures related to the initiative (if applicable).

Firewalls if device allows for it, encryption where possible,

12. Does your branch/department rely on any security policies?

We are in the middle of developing new Policy, Regulations and an audit review of any pre-existing Video systems (Jan.2021) that may fall outside of these initiatives.

Further information may be gained from :
Mr. Chuck Morris, CTech
Director of Facilities Services
School district No. 61 (Greater Victoria)
S.22

13. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.

All Video recordings have limited access. All systems are password protected, allowing only the school designate, or district designate access. Once inside a record of who accessed the device is logged. Our new Policy, Regulations and hierarchical structure will be the guiding principles everyone must follow. Each system is set to over write over a short period of time (7 days maximum). Each access must be logged with time in and out, why the access occurred and must contain a readable signature.

14. Please describe how you track who has access to the personal information.

These are Video clips of events that take place. For exterior video there is very likely no staff or students recorded as most of these recordings would tape from dusk to dawn.

Inside systems are currently undergoing an audit to ensure compliance with new policy and regulations (January-April-2021). Strict enforcement of guidelines and reviews will identify deviations. Access shall not happen unless there is an incident on a given time and day only. As mentioned previously, very limited number of people have access. Password protected access into device. Log maintenance reviews take place. These can be upgraded at any time we discover better methods for protection.

With these being video as described earlier, there should be very little personal information recorded. As always we shall treat these as if there is any number of private information taped and treat it as such

Part 4 – Accuracy/Correction/Retention of Personal Information

15. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated? If

personal information will be disclosed to others, how will the public body notify them of the update, correction or annotation?

With the video surveillance, nothing will be updated or corrected. Personal information shall not be disclosed to others unless it is a police matter. Then it will be signed for by the officer of that police force. If viewing is asked for by a parent as an example, if, after review by the District a Third party was recorded as well, we cannot authorize viewing.

16. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain.

The video recordings would only identify an individual committing an offence against school district property. That individual could be identified to police or to the school if a student. In that respect (if a student-and not a criminal offence committed) the School Administration would meet privately with the individual and likely his/her parents. If no one other than the student is in the footage, the parents may wish to see the clip.

17. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.

Our only source would be collected video footage from our owned devices. ***If you answered "yes" to question 17, do you have a records retention and/or disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?***

Recordings shall be over-written usually every 7 days. Records are not kept unless footage is required as evidence for police. If we are required to retain footage from a specific incident it shall be kept locked away in a safe on site.

Part 5 – Further Information

18. Does the initiative involve systematic disclosures of personal information? If yes, please explain.

For example: your department has a regular exchange of personal information (both collection and disclosure) with the federal government in order to provide services to your clients.

Please check this box if the related Information Sharing Agreement (ISA) is attached. If you require assistance completing an ISA, please contact your privacy office(r).	**NO**

19. Does the program involve access to personally identifiable information for research or statistical purposes? If yes, please explain.

For example: your public body will be disclosing information to PhD students so that they can conduct research.

Please check this box if the related Research Agreement (RA) is attached. If you require assistance completing an RA please contact your privacy office(r).	NO

20. Will a personal information bank (PIB) result from this initiative? If yes, please list the legislatively required descriptors listed in section 69 (6) of FOIPPA. Under this same section, this information is required to be published in a public directory.

A Personal Information Bank will NOT be kept from this initiative.

Please ensure Parts 6 and 7 are attached to your submitted PIA.

Privacy Impact Assessment for Non-Ministry Public Bodies

[CCTV Video Surveillance S.D. 61]

PIA#*[assigned by your privacy office(r)]*

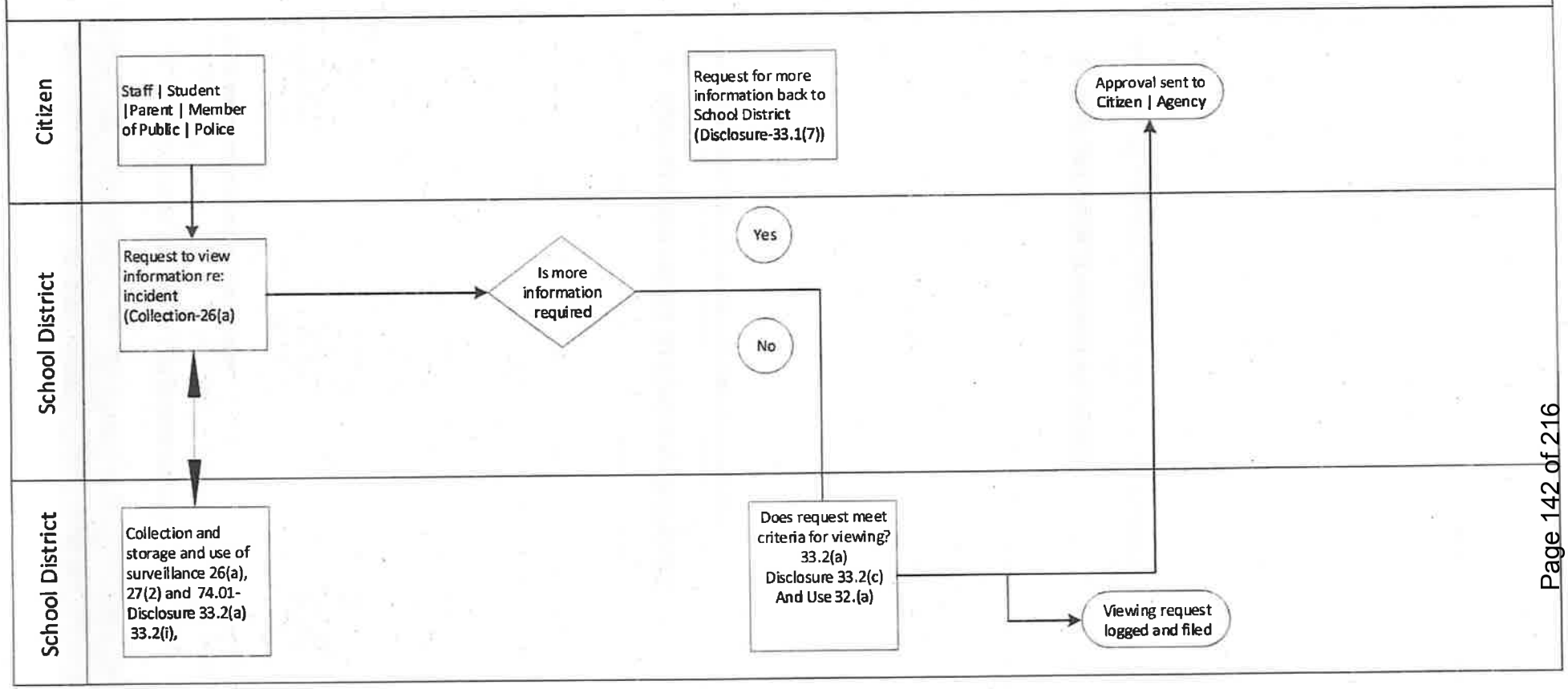
Part 7 – Program Area Signatures

Chuck Morris (Director Facilities)		21.01.13
Program/Department Manager	Signature	Date
Arch Fraser		21.01.13
Contact Responsible for Systems Maintenance and/or Security (Signature not required unless they have been involved in this PIA.)	Signature	Date
KIM MORRIS		21.01.13.
Head of Public Body, or designate	Signature	Date

A final copy of this PIA (with all signatures) must be kept on record.

If you have any questions, please contact your public body's privacy office(r) or call the OCIO's Privacy and Access Helpline at 250 356-1851.

Appendix A **Video Surveillance Footage to Protect School Property: Collection; 26(a) School Act 74.01 and School District CCTV Regulation 3517.3**



1. DEPLOYMENT PROPOSAL FOR (School Name):

(Clear and concise Reasons for Deployment)

2. CONSULTATION PACKUP TO STAKEHOLDER GROUPS

(What did the Pack up Consist of and is Documentation attached)

3. SUPPORT FROM STAKEHOLDER GROUPS

(Was there sufficient level of support and what was it and from whom)

4. EVIDENCE OF ALTERNATIVES TRIED & RESULTS

(List ALL options tried and Results of Efforts)

5. EVIDENCE OF ALTERNATIVES CONSIDERED BUT NOT ACTIONED & WHY OR N/A

(Evidence of Alternatives Considered but not Tried and Why or N/A)

6. ACTIONS BEING CONTEMPLATED

(Actions, if Any That are being Contemplated to Deal with the Problems or Issues)

7. PHYSICAL DEPLOYMENT PLAN

(Please layout Below, the Physical Deployment Plan)

8. LENGTH of TIME FOR DEPLOYMENT and REVIEW DATE

(Indicate Length of Time for Deployment and Reasons for the Time Frame. Include Review Date)

Greater VICTORIA School District

Board of Education

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

TO:	Operations Policy & Planning Committee
FROM:	Angie Hentze, Trustee
RE:	Motion to Write to Ministry Re: Net Zero Schools
DATE:	February 8, 2021

RATIONALE:

On January 25th, 2021, the Board of Education passed the following motion:

> That the Board of Education of School District No. 61 (Greater Victoria) approve the following motion for submission to the 2021 BCSTA AGM:
>
> *"That the BCSTA urge the Ministry of Education and the Minister of Finance to fully fund net zero capital upgrade and replacement projects effective immediately."*

In light of the current climate emergency, it is important the we act on behalf of our own district, and not rely on BCSTA to speak for us. We should write our own letters to the relevant ministries immediately, with the same request. I have included a draft letter for your consideration.

MOTION:

That the Board of Education of School District No. 6 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.

DRAFT LETTER:

On February 22nd, 2021, the Board of Education of School District No. 6 (Greater Victoria) passed the following motion:

> *That the Board of Education of School District No. 6 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.*

The BC government recognizes the vital importance of clean energy, and the CleanBC initiative outlines their plan for fighting climate change by changing "how we get around, heat our homes, and fuel our industry". As part of this initiative, *"By 2032, all new buildings constructed in B.C. will be "net-zero energy ready." Net-zero energy ready buildings are designed to be so efficient that they could meet all or most of their own energy consumption requirements with onsite renewable energy technologies."* From their website:

> ## Cleaner public-sector buildings
>
> New schools, hospitals and other facilities continue to be built in B.C. to achieve high levels of environmental performance, meeting Leadership in Energy and Environmental Design (LEED) Gold certification or equivalent. On average, these facilities have been designed to perform 40 per cent better than LEED's reference energy standard.
>
> With this strategy we're also taking steps to make our existing stock of buildings cleaner, smarter and more energy efficient by taking advantage of the latest proven technologies. Early analysis of net-zero construction shows that savings more than make up for any added costs. As we retrofit older public buildings in communities throughout B.C. we'll create opportunities for local businesses, Indigenous peoples, professions and trades to develop the new energy step code skills and expertise to retrofit other buildings in their communities. For every one per cent improvement in its energy efficiency, including buildings and vehicles, B.C.'s public sector reduces its energy costs by an estimated $4 million a year.

The Ministry of Education funds major capital projects through districts' annual 5-year capital plans. Major capital upgrade or replacement projects are funded by government.

Given the current climate emergency, and SD61's June 2019 climate emergency resolution, it is incumbent on Boards of Education to build major capital projects to a "net zero" standard. Currently "net zero" is at each Board's cost. For example: In the case of upcoming replacement project in SD61, the cost to bridge the Ministry's funding to net zero is $2.5 million. This cost is untenable for school districts, and may require diverting funds from classrooms to capital, or further delaying other vital capital projects/repairs.

Throughout the province, districts struggle to finance climate change action. All upgrade and replacement school projects should be net zero ready, regardless of the ability of the district to fund them. It is incumbent upon the province to prioritize schools, as important public sector buildings, to receive these important upgrades.

If we want our students to grow up ready and able to fight the climate battle that they are inheriting, we need to provide them with educational institutions that they are proud to learn in, and prove to them that our generation is willing to put our money where our mouth is.

Let's do something right, and start funding these projects across the province, starting immediately.

Yours truly…

Greater VICTORIA School District

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

Office of the IT for Learning Department

Andy Canty - Director, IT for Learning

TO: **Board of Education**

FROM: **Andy Canty**

RE: **Accessing Board and Committee Meeting Reports and Attachments**

DATE: **February 4, 2021**

Background:

At the January 25th Board meeting Trustee McNally brought forward the following 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.

At the January 25th Board meeting, Trustee McNally's motion was referred to the Feb 8th OPPS meeting but that the Director, IT for Learning, would bring a recommended motion forward that is better suited to what the Board is looking for.

Action:

Recommended Motion:
That the Information Technology for Learning Department seek a solution to public and Trustee requests to access Board and Committee Meeting reports and attachments, with ease, via the public District website. Options will be proposed at the March 8, 2021, Operations Policy and Standards Committee meeting.

BYLAW 9130.4

AUDIT SUB-COMMITTEE

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Audit Sub-Committee.

2. At the first meeting of the Audit Sub-Committee the members of the Sub-Committee shall select a Chair.

3. Associated with the Sub-Committee shall be:
   a) the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee;
   b) up to three (3) community members with financial or business backgrounds determined by the Chair of the Audit Committee

4. The Audit Sub-Committee shall meet as required:
   a) Assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk assessment and mitigation strategies, internal and external audit functions and compliance matters.
   b) Review and recommend approval of the School District's annual audited financial statements to the Board of Education
   c) Review quarterly financial reports;
   d) understand the scope of the external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses;
   e) Assess risk matters and determine the adequacy of risk mitigation strategies implemented by Management.
   f) Recommend the appointment and compensation of the external auditor to the Board of Education
   g) Review the audit engagement letter
   h) Review and confirm the independence of the external auditors
   i) Ensure that direct and open communications exist among the audit committee, management and the external auditor
   j) Meet with the external auditor to review and approve the annual audit plan, including scope, materiality levels, areas of audit risk and timelines
   k) Receive and review the results of the annual financial statement audit including the post audit management letter together with management's responses
   l) Receive and review operational audit results
   m) Review the results of the internal audit of the elementary, middle and secondary schools' accounting records and processes

n) Advise the Board of Education with respect to the plan, conduct and reporting of the annual external audit and the internal audit function
o) will ensure that Management has the proper review system in place to ensure that the District's financial statements, reports and other financial information disseminated to the public and government organizations satisfy legal requirements
p) Receive and review data to ensure that programming is meeting desired outcomes
q) Make recommendations on programming as it aligns with District goals

5. Prior to reporting to the Board of Education, the Audit Sub-Committee shall report to the Education Policy & Directions or Operations Policy & Planning Committees, as appropriate.

Greater Victoria School District

Drafted: January, 2021

Greater VICTORIA School District

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

Office of the Secretary-Treasurer

Kim Morris – Secretary-Treasurer

TO: Board of Education

FROM: Kim Morris, Secretary-Treasurer

DATE: February 22, 2021

RE: Audit Committee Report – February 9, 2021 Meeting

The Audit Committee held a meeting on February 9, 2021. New business included the presentation of the December 2020 Quarterly Financial Report.

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

Recommendation:

December 2020 Quarterly Financial Report

Katrina Stride, Associate Secretary-Treasurer, provided highlights of the quarterly financial report for the period ending December 31, 2020. Ms. Stride advised that the year-to-date results are slightly lower than the prior year, but are in line with expectations for the second quarter given that the District continues to navigate the impact of the COVID-19 pandemic.

Trustee Leonard recommended that the Board accept the December 2020 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the December 2020 Quarterly Financial Report as presented to the Audit Committee.

Greater VICTORIA School District

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556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4106 Fax (250) 475-4112

Office of the Secretary-Treasurer

Kim Morris – Secretary-Treasurer

TO: Audit Committee

FROM: Kim Morris, Secretary-Treasurer

DATE: February 9, 2021

RE: December 31, 2020 Quarterly Financial Report

Background

In addition to the financial reports being provided to the Board as part of the annual budget process, the audited financial statements, monthly financial reports and monthly budget change reports, the quarterly financial reports are being prepared in order to assist the Board in the area of financial oversight. The format of the quarterly financial report is consistent with Schedule 2A "*Schedule of Operating Revenue By Source"* and Schedule 2B "*Schedule of Operating Expense by Object"* of the financial statements.

The quarterly financial report shows the annual operating budget and year-to-date actual revenue and expenditures as a percentage of the annual operating budget. The annual operating budget used in the quarterly financial report is the preliminary budget and does not include budget related to approved surplus carry-forwards from prior years, whereas actual expenditures may include expenditures related to prior year surpluses. It should be noted that the budget used in the monthly financial report and monthly budget change report includes budget related to approved surplus carry-forwards from prior years, as well as amendments to the current year budget.

The prior year information has been included for comparative purposes.

Revenue

Ministry of Education Operating Grant as a percentage of the related budget is 40.65%, which is comparable to 40.90% in the prior year. Operating grant revenue is recognized when it is received.

Other Ministry of Education Grants as a percentage of the related budget is 36.92%. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing of grant payments. The budget and actual revenue in the prior year includes the Carbon Tax and Employer Health Tax grants that have been rolled into the operating grant in the current year. New grants budgeted in the current year include funding for Support Staff Extended Health Benefits and the Teacher Labour Settlement.

Revenue from Other Provincial Ministries in the current year is related to After School Sports and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport and from the sale of surplus assets through public auction by the Province of BC Asset Investment Recovery Service. Increased revenue in the current year is due to all ASSAI funding being directed to the District instead of some being directed to community school associations.

Offshore Tuition Fees are fees received for the International Student Program (ISP). Offshore Tuition Fees as a percentage of the related budget are 110.13% compared to 90.34% in the prior year. This translates into tuition fees that have exceeded the current year budget by $838K. The budget in the current year was reduced by 45% over the prior year in anticipation of the impact of COVID-19 on international student registration.

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

As a result of the COVID-19 pandemic, the 2020 Summer School program was limited to academic completion courses. Due to the first session of the 2020 Summer School program starting in June and the cancellation of the second session expected to start in July, almost all of the Summer School Fees were recognized in June of the prior year. Summer School Fees recognized in July 2020 came in at 6.02% of the related annual budget, which is generally set to equal the fees collected in the prior year.

Continuing Education Fees as a percentage of the related budget are 77.16% as compared to 89.16% in the prior year. Continuing Education Fees consists of registration and course fees for Continuing Education and The Link (Distributed Learning).

Rentals and Leases revenue as a percentage of the related budget is 40.34%. Rentals and Leases revenue has declined $309K from the prior year as a result of the suspension of the rental of school facilities to external clients during the COVID-19 pandemic.

Investment Income as a percentage of the related budget is 24.77% as compared to 56.85% in the prior year. The decline in investment income is a result of interest rates dropping from 2.95% in July 2019 down to 1.45% in mid-March 2020 due to the COVID-19 pandemic. Interest rates had not changed from 1.45% by the end of December 2020.

Miscellaneous Revenue includes other grants, fees and general donations. The budget in the current year increased as a result of the reclassification of administrative fees in the International Student Program (ISP). Examples of miscellaneous revenue in the current year include Industry Training Authority (ITA) grants, administrative fees for ISP students, commissions and rebates, instrument rental revenue, and donations. The amount and timing of this revenue varies each year.

Total Operating Revenue is 41.87% of the related budget as compared to 43.42% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 38.01% of the combined related budgets as compared to 39.26% in the prior year. As the school year starts in September, it is expected that 4/10th (40%) of the salaries would be incurred to date as these positions are paid over 10 months. Educational Assistants salaries are lower in the current year due to a reduction in the allocation of Operating funding. However, increased Federal funding specific to the COVID-19 pandemic has allowed the District to retain the same number of Educational Assistants overall.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 46.91% of the combined related budgets and are comparable to 46.85% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 50% of the related budget.

Employee Benefits are at 36.07% of the related budget compared to 39.49% in the prior year. Actual expenses in the current year are slightly lower as they are tied to lower salaries. In addition, the budget is higher in the current year due to anticipated benefit rate increases effective January 2021.

Total Salaries and Benefits are 39.39% of the related budget as compared to 40.76% in the prior year.

Services are at 69.92% of the related budget as compared to 74.17%. Service expenses are $1M lower in the current year as a result of limited marketing and recruitment activity in the International Student Program.

Student Transportation as a percentage of the related budget is at 30.90% compared to 46.08% in the prior year. Decreased expenses in the current year are due to the suspension of student field trips and a one-time student exchange to Japan in the prior year. There is also a variance due to the timing of the December payment for Special Needs bus services (December expense posted in January in current year).

Professional Development and Travel is at 38.39% of the related budget as compared to 77.99% in the prior year. Actual expenses in the current year are $336K lower than expenses in the prior year due to limited professional development opportunities and travel restrictions put in place to reduce the spread of COVID-19.

Rentals and Leases expenditures are at 48.92% of the related budget and are comparable to the prior year at 50.01%. The budget for Rentals and Leases reflects the cost of the operating leases on fleet vehicles for Facilities Services.

Dues and Fees are at 99.73% of the related budget as compared to 97.86% in the prior year. Actual expenses in the current year are slightly higher due to increases in membership fees and from variances in the timing of payments.

Insurance is at 97.52% of the related budget compared to 100.57% in the prior year. Actual expenses are slightly lower in the current year; however, the invoice for Optional Property Program Renewal through the School Protection Program (SPP) had not been paid by the end of December (was paid in February).

Supplies are at 48.44% of the related budget as compared to 44.12% in the prior year. Current year expenditures are slightly lower than the prior year in instructional supplies, but are higher than the prior year in non-instructional supplies, particularly as they relate to facilities and the implementation of COVID-19 safety protocols.

Utilities are at 29.56% of the related budget and are comparable to 29.06% in the prior year.

Capital Asset Purchases are expenditures from the Operating fund that will be transferred to the Capital fund. Current year capital asset purchases include the purchase of furniture, equipment, computer technology and multi-function devices for schools; tools for automotive shops; and fleet vehicles and equipment for Facilities Services.

The Local Capital Transfer in the prior year represents funding budgeted to create a technology replacement reserve ($200K), student device replacement reserve ($339K) and child care capital reserve ($100K). These amounts have been budgeted in Supplies in the current year, but the budget will remain in the Operating Fund.

Total Services and Supplies are 47.73% of the related budget as compared to 50.09% in the prior year.

Total Operating Expenditures are 40.14% of the related budget as compared to 41.63% in the prior year.

Overall, year-to-date results remain lower when compared to the prior year and reflect school district operations that have been impacted by the COVID-19 pandemic.

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
DECEMBER 31, 2020
ACTUAL AS A PERCENTAGE OF THE ANNUAL OPERATING BUDGET

REVENUE	2020/2021 Annual Operating Budget	Actual December 31, 2020	Percentage of Annual Operating Budget	2019/2020 Annual Operating Budget	Actual December 31, 2019	Percentage of Annual Operating Budget
Ministry of Education Operating Grant	182,851,875	74,334,490	40.65%	178,824,797	73,147,847	40.90%
Other Ministry of Education Grants	8,738,816	3,226,656	36.92%	4,736,196	1,045,080	22.07%
Other Provincial Ministries	50,000	91,979	183.96%	-	49,795	0.00%
Offshore Tuition Fees	8,273,723	9,112,141	110.13%	14,970,836	13,524,644	90.34%
Local Education Agreement Tuition	1,030,941	531,558	51.56%	1,106,631	542,918	49.06%
Summer School Fees	28,581	1,720	6.02%	49,512	30,641	61.89%
Continuing Education Fees	31,300	24,151	77.16%	22,500	20,060	89.16%
Rentals and Leases	1,815,064	732,285	40.34%	1,829,940	1,041,591	56.92%
Investment Income	1,030,000	255,181	24.77%	1,030,000	585,512	56.85%
Miscellaneous Revenue	658,400	274,317	41.66%	202,675	412,717	203.63%
Budgeted Prior Year Operating Surplus Appropriation	7,046,806			5,449,037		
Total Operating Revenue	211,555,506	88,584,478	41.87%	208,222,124	90,400,806	43.42%
EXPENDITURE BY OBJECT						
Teachers Salaries	91,528,262	35,491,910	38.78%	90,827,114	35,460,435	39.04%
Principals and Vice Principals Salaries	14,147,870	7,037,016	49.74%	13,518,126	6,634,329	49.08%
Educational Assistants Salaries	18,886,902	6,001,167	31.77%	18,929,842	6,638,572	35.07%
Support Staff Salaries	18,802,445	8,350,207	44.41%	18,271,847	8,178,108	44.76%
Other Professionals Salaries	4,798,558	2,319,751	48.34%	4,461,121	2,171,836	48.68%
Substitutes Salaries	8,139,995	3,563,837	43.78%	7,795,996	4,047,239	51.91%
Employee Benefits	36,182,266	13,052,016	36.07%	35,010,087	13,826,862	39.49%
Total Salaries and Benefits	192,486,298	75,815,904	39.39%	188,814,133	76,957,381	40.76%
Services	4,092,856	2,861,677	69.92%	5,305,297	3,934,917	74.17%
Student Transportation	1,019,460	314,972	30.90%	1,038,960	478,713	46.08%
Professional Development and Travel	674,017	258,724	38.39%	762,477	594,681	77.99%
Rentals and Leases	115,235	56,373	48.92%	115,235	57,632	50.01%
Dues and Fees	96,315	96,056	99.73%	94,980	92,943	97.86%
Insurance	372,000	362,791	97.52%	372,000	374,108	100.57%
Supplies	6,847,371	3,316,550	48.44%	5,803,860	2,560,666	44.12%
Utilities	4,512,684	1,333,750	29.56%	4,475,912	1,300,688	29.06%
Capital Asset Purchases	1,339,270	501,290	37.43%	800,000	327,410	40.93%
Local Capital Transfer	-	-	0.00%	639,270	-	0.00%
Total Services and Supplies	19,069,208	9,102,183	47.73%	19,407,991	9,721,758	50.09%
Total Operating Expenditure	211,555,506	84,918,087	40.14%	208,222,124	86,679,139	41.63%

Greater VICTORIA School District

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4162 Fax (250) 475-4112

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: February 22, 2021

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

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

- District Committees
  - Audit Committee
  - Equity Committee
  - Policy Sub Committee

- Meetings and Events
  - Professional Conversations

- Meetings
  - Board of Education – COVID Update
  - Cedar Hill Middle
  - Central Middle
  - Doncaster Elementary
  - Generative Dialogue/Coaching
  - Joint Committee (GVTA)
  - Labour Relations Board
  - Ministry of Education – Information Sharing Session
  - Ministry of Education Weekly Update Meetings
  - Ministry of Education Virtual Partner Liaison Meeting
  - Mount Douglas Secondary
  - Pandemic Response Team
  - Partner Groups – COVID Update
  - Professional Relations Committee (GVTA)
  - Principal Leader Cohort
  - Principals and Vice-Principals
  - Representative Advisory Council of Students
  - SJ Burnside
  - School District Summer Learning Audit
  - South Park Family School
  - Tillicum Elementary
  - Tri-District Superintendents
  - Victoria High
  - VCPAC – COVID Update
  - VPVPA

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4162 Fax (250) 475-4112

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: February 22, 2021

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

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

Greater VICTORIA School District

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

Office of the Secretary-Treasurer

Kim Morris - Secretary Treasurer

TO: **Board of Education**

FROM: **Kim Morris**

RE: **Monthly Report**

DATE: **February 22, 2021**

The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer's office since December's report.

- Ministry Funding Equity Committee Meeting representing BCASBO
- SOGI 123 Collaborative Meeting representing BCASBO
- Facilities and Minor Capital Staff Weekly Meetings with Superintendent
- Policy Sub-Committee BI-Weekly Meeting
- Administrators Meeting
- Deputy Minister Meetings (2)
- Human Resources Bi-Weekly Meetings
- Victoria High School Seismic Project Bi-Weekly Meetings
- Board and Committee meetings
- BCASBO Leadership Cohort
- Ministry of Education Liaison Partner Meeting
- Respectful Workplace Workshop with Facilities Staff
- BCPSEA AGM
- Climate Action: Energy Manager & Communications Introductory Meeting
- Summer School Enrolment Compliance Audit
- Pandemic Response Team Meetings
- Superintendent Student Rep Meeting
- Indigenous Bento Box Learning Series
- Shops Audit Meeting with Risk Management Consultant & Principals/Vice-Principals
- Shops Audit Meeting with Risk Management Consultant & Shop Teachers
- Audit Committee Meeting
- GVPVPA Pro-D Remote Retreat
- 2021-2022 Enrolment Submission Review
- 2022 Francophone Games Meeting
- Shops Recommendations Team Meeting
- District Allocation Working Group Meeting
- February 1701 Process Debrief

A remote Ministry enrolment compliance audit for Summer School 2020 took place from February 8 to February 11. Report expected in one month.

Ministry advised SD61 about the work the Office of the Auditor General plans to carry out regarding the financial information provided by school districts at March 31, 2021 for inclusion in the government's Summary Financial Statements (SFS) as at that date and will perform certain audit procedures in connection with the financial information provided by the school districts on the Government Reporting Entity (GRE) submissions. SD61 is included in the extended sample along with 19 other school districts. This is routine oversight by government to bridge the government March 31st year ends and school districts' June 30th year ends.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
VICTORIA HIGH SCHOOL RIGHT-OF-WAY BYLAW 2021-02

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the "**Minister**");

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 (the "**Order**") requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board, but the Order does not require the Minister's approval of a right-of-way or covenant;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw, and the granting of a statutory right-of-way or a covenant is a disposal of an interest in land;

AND WHEREAS:

A. The Board of Education of School District No. 61 (Greater Victoria) (the "**Board**") operates Victoria High School (the "**School**") in Victoria, British Columbia, on lands comprised of twenty-four separate legal parcels bounded to the north by Gladstone Avenue, to the east by Fernwood Road, to the south by Grant Street and to the west by the lot line joining Gladstone Avenue to Grant Street through the easternmost ends of Vining Street and North Park Street, as shown in the drawing attached hereto as Schedule A (the "**School Site**");

B. The Board is the registered owner of one of the parcels comprising the School Site (the "**Board Parcel**");

C. The Corporation of the City of Victoria (the "**City**") is or is in the process of becoming the registered owner of the parcels other than the Board Parcel that comprise the School Site, all of which are used and administered by the Board for educational purposes;

D. The City proposes to consolidate the parcels comprising the School Site other than the Board Parcel into a single parcel of land (the "**Consolidation**");

E. The Board requires from the City a Development Variance Permit and a Building Permit (collectively, the "**Permits**") to complete a seismic remediation of and addition to the School, and as a condition of the Permits being granted the City requires that the Board construct certain road frontage improvements around the School Site (the "**Works**");

F. The City has asked the Board to grant in favour of the City a Statutory Right-of-Way in respect of the Works that is 6.09 meters wide along the northern portion of the Board Parcel adjacent to Gladstone Street (the "**Board SRW**"), and that the Board agree to prepare for execution by the City and attend to the registration of a Statutory Right of Way or Statutory Rights of Way in respect of the Works fronting the remainder of the School Site (the "**City SRWs**"), all as shown generally in Schedule A attached hereto;

G. The address of the School Site is 1260 Grant Street, Victoria, B.C., V8T 1C2 and the Facility Number of the School Site is _____;

H. The legal description of the Board Parcel is:

Parcel Identifier: 009-698-434
Parcel A (DD 58777I) of Section 54, Spring Ridge, Victoria City;

I. The Board proposes to enter into a written agreement with the City (the "**SRW Agreement**") that the Board will grant and register the Board SRW, and the Board will attend to the preparation of the City SRWs and once the City has arranged for the City SRWs to be executed in registrable form, the Board will attend to the registration of the City SRWs; and

J. The Board is satisfied that entering into and completing its obligations under the SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, will not interfere with the use by the Board of the School Site for educational purposes;

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board entering into and completing its obligations under the SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, be and are hereby authorized, ratified and approved.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized on behalf of the Board to execute and deliver the SRW Agreement, the Board SRW, and all such amendments thereto and all related and ancillary documents as the Secretary-Treasurer may, in her discretion, consider advisable.

This Bylaw may be cited as "School District No. 61 (Greater Victoria) Victoria High School Right-of-Way Bylaw 2021-02".

Read a first time this ____ day of _____, 2021.

Read a second time this ___ day of _____, 2021.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on _____ 2021 and finally passed and adopted this __ day of _____ 2021.]

_____
Chairperson of the Board

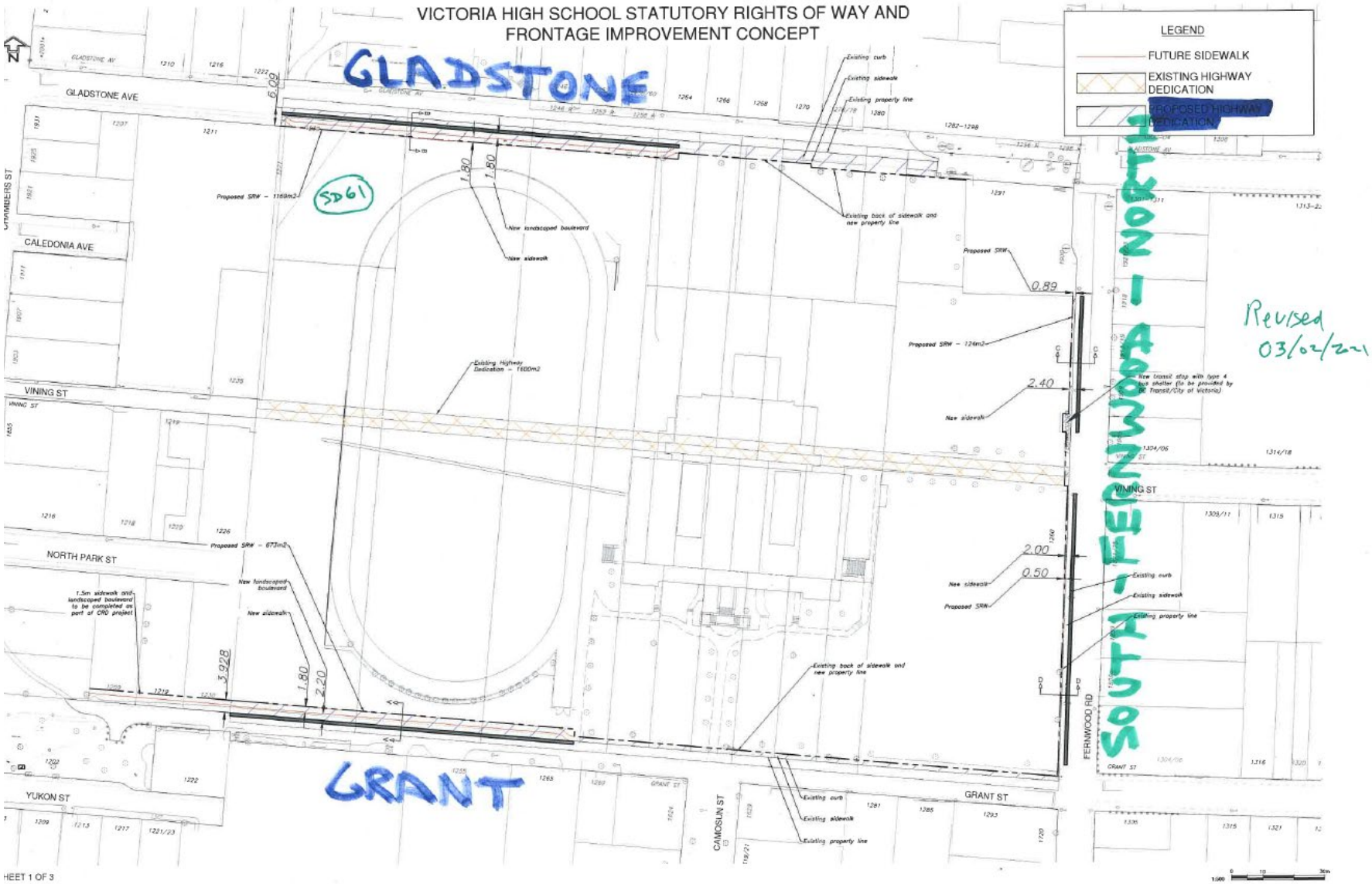
Corporate Seal

_____
Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Victoria High School Right-of-Way Bylaw 2021-02, adopted by the Board the ____ day of _____ 2021.

_____
Secretary-Treasurer

SCHEDULE A


VICTORIA HIGH SCHOOL STATUTORY RIGHTS OF WAY AND
FRONTAGE IMPROVEMENT CONCEPT
LEGEND
FUTURE SIDEWALK
EXISTING HIGHWAY DEDICATION
PROPOSED HIGHWAY DEDICATION
GLADSTONE
GRANT
SOUTH - FERNWOOD - NORTH
GLADSTONE AVE
CALEDONIA AVE
VINING ST
NORTH PARK ST
YUKON ST
GRANT ST
CAMOSUN ST
FERNWOOD RD
CHAMBERS ST
SD61
Revised 03/02/2021
Proposed SRW – 1160m2
Proposed SRW – 673m2
Proposed SRW – 124m2
Existing Highway Dedication – 1600m2
New landscaped boulevard
New sidewalk
Existing back of sidewalk and new property line
Existing curb
Existing sidewalk
Existing property line
New transit stop with type 4 bus shelter (to be provided by BC Transit/City of Victoria)
1.5m sidewalk and landscaped boulevard to be completed as part of CRD project
6.09
1.80
1.80
0.89
2.40
2.00
0.50
3.928
1.80
2.20
SHEET 1 OF 3

Amended Annual Budget

School District No. 61 (Greater Victoria)

June 30, 2021

School District No. 61 (Greater Victoria)

June 30, 2021

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act* , R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act* ").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2020/2021.

3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of $268,408,578 for the 2020/2021 fiscal year was prepared in accordance with the *Act* .

4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2021;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2021;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw 2020/2021, adopted by the Board the 22nd DAY OF FEBRUARY, 2021.

Secretary Treasurer

School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	**19,397.192**	19,699.025
Adult	**38.063**	37.000
Other	**8.375**	47.125
Total Ministry Operating Grant Funded FTE's	**19,443.630**	19,783.150
Revenues	**$**	$
Provincial Grants		
Ministry of Education	**228,429,945**	216,339,721
Other	**114,655**	50,000
Tuition	**8,979,891**	8,320,804
Other Revenue	**5,371,392**	5,207,941
Rentals and Leases	**1,550,957**	1,815,064
Investment Income	**591,435**	1,150,200
Amortization of Deferred Capital Revenue	**7,568,728**	7,522,773
Total Revenue	**252,607,003**	240,406,503
Expenses		
Instruction	**215,764,109**	204,958,740
District Administration	**6,319,546**	6,083,638
Operations and Maintenance	**40,663,072**	38,271,527
Transportation and Housing	**1,169,432**	1,157,630
Total Expense	**263,916,159**	250,471,535
Net Revenue (Expense)	**(11,309,156)**	(10,065,032)
Budgeted Allocation (Retirement) of Surplus (Deficit)	**10,822,003**	7,046,806
Budgeted Surplus (Deficit), for the year	**(487,153)**	(3,018,226)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	**(487,153)**	(3,018,226)
Budgeted Surplus (Deficit), for the year	**(487,153)**	(3,018,226)

School District No. 61 (Greater Victoria)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	**213,540,539**	210,216,236
Operating - Tangible Capital Assets Purchased	**1,000,000**	1,339,270
Special Purpose Funds - Total Expense	**36,996,418**	26,945,030
Special Purpose Funds - Tangible Capital Assets Purchased	**2,492,419**	
Capital Fund - Total Expense	**13,379,202**	13,310,269
Capital Fund - Tangible Capital Assets Purchased from Local Capital	**1,000,000**	1,795,502
Total Budget Bylaw Amount	**268,408,578**	253,606,307

Approved by the Board

Signature of the Chairperson of the Board of Education — Date Signed

Signature of the Superintendent — Date Signed

Signature of the Secretary Treasurer — Date Signed

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	$	$
Surplus (Deficit) for the year	**(11,309,156)**	(10,065,032)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	**(3,492,419)**	(1,339,270)
From Local Capital	**(1,000,000)**	(1,795,502)
From Deferred Capital Revenue	**(18,656,264)**	(16,538,430)
Total Acquisition of Tangible Capital Assets	**(23,148,683)**	(19,673,202)
Amortization of Tangible Capital Assets	**11,342,700**	11,880,269
Total Effect of change in Tangible Capital Assets	**(11,805,983)**	(7,792,933)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	**(23,115,139)**	(17,857,965)

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2021

	Operating Fund	Special Purpose Fund	Capital Fund	2021 Amended Annual Budget
	$	$	$	$
Accumulated Surplus (Deficit), beginning of year	17,979,328	-	47,614,200	**65,593,528**
Changes for the year				
Net Revenue (Expense) for the year	(9,822,003)	2,492,419	(3,979,572)	**(11,309,156)**
Interfund Transfers				
Tangible Capital Assets Purchased	(1,000,000)	(2,492,419)	3,492,419	**-**
Net Changes for the year	(10,822,003)	-	(487,153)	**(11,309,156)**
Budgeted Accumulated Surplus (Deficit), end of year	**7,157,325**	**-**	**47,127,047**	**54,284,372**

School District No. 61 (Greater Victoria)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education	**190,680,426**	191,590,691
Other	**112,019**	50,000
Tuition	**8,979,891**	8,320,804
Other Revenue	**1,871,392**	1,702,141
Rentals and Leases	**1,550,957**	1,815,064
Investment Income	**523,851**	1,030,000
Total Revenue	**203,718,536**	204,508,700
Expenses		
Instruction	**179,579,091**	178,823,989
District Administration	**6,319,546**	6,083,638
Operations and Maintenance	**26,472,470**	24,150,979
Transportation and Housing	**1,169,432**	1,157,630
Total Expense	**213,540,539**	210,216,236
Net Revenue (Expense)	**(9,822,003)**	(5,707,536)
Budgeted Prior Year Surplus Appropriation	**10,822,003**	7,046,806
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(1,000,000)**	(1,339,270)
Total Net Transfers	**(1,000,000)**	(1,339,270)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	$	$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	**182,189,199**	183,882,816
ISC/LEA Recovery	**(966,444)**	(1,030,941)
Other Ministry of Education Grants		
Pay Equity	**2,896,617**	2,896,617
Funding for Graduated Adults	**111,243**	59,092
Transportation Supplement	**20,027**	20,027
Support Staff Benefits Grant	**193,437**	91,283
Teachers' Labour Settlement Funding	**5,654,057**	5,654,057
Early Career Mentorship Funding	**435,000**	-
FSA Scorer Grant	**17,740**	17,740
February Continuing Education Grant adjustment	**41,850**	-
May Continuing Education Grant adjustment	**87,885**	-
Equity in Action	**3,000**	-
Early Learning Framework Implementation	**4,125**	-
Summer Learning Adjustment	**(7,310)**	-
Total Provincial Grants - Ministry of Education	**190,680,426**	191,590,691
Provincial Grants - Other	**112,019**	50,000
Tuition		
Summer School Fees	**1,720**	28,581
Continuing Education	**7,000**	10,000
International and Out of Province Students	**8,953,171**	8,273,723
Distributed Learning	**18,000**	8,500
Total Tuition	**8,979,891**	8,320,804
Other Revenues		
Funding from First Nations	**966,444**	1,030,941
Miscellaneous		
Odyssey French Language Assistant Funding	**-**	26,800
Indigenous Nations Education Curriculum Project	**5,000**	10,000
Cafeteria Revenue	**55,000**	120,000
International Student Program Revenues	**501,013**	434,000
ArtsStarts Grant	**-**	17,600
Industry Training Authority Grants	**190,000**	-
Miscellaneous	**153,935**	62,800
Total Other Revenue	**1,871,392**	1,702,141
Rentals and Leases	**1,550,957**	1,815,064
Investment Income	**523,851**	1,030,000
Total Operating Revenue	**203,718,536**	204,508,700

School District No. 61 (Greater Victoria)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	$	$
Salaries		
Teachers	**89,963,160**	91,528,262
Principals and Vice Principals	**13,786,046**	14,147,870
Educational Assistants	**18,707,819**	18,886,902
Support Staff	**18,795,672**	18,802,445
Other Professionals	**4,786,880**	4,798,558
Substitutes	**9,745,649**	8,139,995
Total Salaries	**155,785,226**	156,304,032
Employee Benefits	**35,635,937**	36,182,266
Total Salaries and Benefits	**191,421,163**	192,486,298
Services and Supplies		
Services	**6,299,832**	4,092,856
Student Transportation	**965,667**	1,019,460
Professional Development and Travel	**652,116**	674,017
Rentals and Leases	**111,354**	115,235
Dues and Fees	**117,027**	96,315
Insurance	**426,154**	372,000
Supplies	**9,034,542**	6,847,371
Utilities	**4,512,684**	4,512,684
Total Services and Supplies	**22,119,376**	17,729,938
Total Operating Expense	**213,540,539**	210,216,236

School District No. 61 (Greater Victoria)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	68,147,049	4,941,338	2,353,180	193,697	313,456	7,459,101	**83,407,821**
1.03 Career Programs	771,181	119,976	324,568			20,965	**1,236,690**
1.07 Library Services	2,062,109			372,710		76,382	**2,511,201**
1.08 Counselling	2,979,659					106,610	**3,086,269**
1.10 Special Education	10,139,432	513,223	14,922,577	247,377		1,125,476	**26,948,085**
1.30 English Language Learning	2,081,732	88,329		11,934		86,829	**2,268,824**
1.31 Indigenous Education	479,456	141,066	998,985	47,870	130,552	47,409	**1,845,338**
1.41 School Administration		7,679,805		4,108,338		58,097	**11,846,240**
1.60 Summer School	16,515	10,630					**27,145**
1.61 Continuing Education	197,027	28,219		57,764		7,051	**290,061**
1.62 International and Out of Province Students	3,041,464		53,724	657,388	743,162	204,839	**4,700,577**
1.64 Other				11,105			**11,105**
Total Function 1	**89,915,624**	**13,522,586**	**18,653,034**	**5,708,183**	**1,187,170**	**9,192,759**	**138,179,356**
4 District Administration							
4.11 Educational Administration		165,216		359,490	839,595	13,898	**1,378,199**
4.40 School District Governance					318,385		**318,385**
4.41 Business Administration		98,244		1,220,507	1,324,515	80,708	**2,723,974**
Total Function 4	**-**	**263,460**	**-**	**1,579,997**	**2,482,495**	**94,606**	**4,420,558**
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	47,536		54,785	364,533	874,715	16,049	**1,357,618**
5.50 Maintenance Operations				10,238,044	140,706	358,383	**10,737,133**
5.52 Maintenance of Grounds				832,408		83,852	**916,260**
5.56 Utilities							**-**
Total Function 5	**47,536**	**-**	**54,785**	**11,434,985**	**1,015,421**	**458,284**	**13,011,011**
7 Transportation and Housing							
7.41 Transportation and Housing Administration				24,291	101,794		**126,085**
7.70 Student Transportation				48,216			**48,216**
Total Function 7	**-**	**-**	**-**	**72,507**	**101,794**	**-**	**174,301**
9 Debt Services							
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**89,963,160**	**13,786,046**	**18,707,819**	**18,795,672**	**4,786,880**	**9,745,649**	**155,785,226**

School District No. 61 (Greater Victoria)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Amended Annual Budget	2021 Annual Budget
	$	$	$	$	$	$
1 Instruction						
1.02 Regular Instruction	**83,407,821**	19,069,384	**102,477,205**	4,493,692	**106,970,897**	108,032,881
1.03 Career Programs	**1,236,690**	286,328	**1,523,018**	647,936	**2,170,954**	1,832,970
1.07 Library Services	**2,511,201**	587,194	**3,098,395**	150,016	**3,248,411**	3,168,229
1.08 Counselling	**3,086,269**	719,590	**3,805,859**	6,261	**3,812,120**	3,796,913
1.10 Special Education	**26,948,085**	6,493,981	**33,442,066**	1,308,791	**34,750,857**	34,468,816
1.30 English Language Learning	**2,268,824**	525,583	**2,794,407**	268,814	**3,063,221**	3,127,695
1.31 Indigenous Education	**1,845,338**	401,170	**2,246,508**	543,800	**2,790,308**	2,647,518
1.41 School Administration	**11,846,240**	2,614,367	**14,460,607**	166,337	**14,626,944**	14,539,319
1.60 Summer School	**27,145**	6,016	**33,161**		**33,161**	174,352
1.61 Continuing Education	**290,061**	67,008	**357,069**	28,828	**385,897**	370,795
1.62 International and Out of Province Students	**4,700,577**	1,063,224	**5,763,801**	1,948,186	**7,711,987**	6,650,753
1.64 Other	**11,105**	2,643	**13,748**	586	**14,334**	13,748
Total Function 1	**138,179,356**	**31,836,488**	**170,015,844**	**9,563,247**	**179,579,091**	178,823,989
4 District Administration						
4.11 Educational Administration	**1,378,199**	283,666	**1,661,865**	284,875	**1,946,740**	1,931,344
4.40 School District Governance	**318,385**	32,158	**350,543**	129,307	**479,850**	514,939
4.41 Business Administration	**2,723,974**	586,444	**3,310,418**	582,538	**3,892,956**	3,637,355
Total Function 4	**4,420,558**	**902,268**	**5,322,826**	**996,720**	**6,319,546**	6,083,638
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	**1,357,618**	282,092	**1,639,710**	629,533	**2,269,243**	2,192,661
5.50 Maintenance Operations	**10,737,133**	2,382,754	**13,119,887**	4,840,532	**17,960,419**	15,814,167
5.52 Maintenance of Grounds	**916,260**	195,331	**1,111,591**	464,608	**1,576,199**	1,628,867
5.56 Utilities	**-**		**-**	4,666,609	**4,666,609**	4,515,284
Total Function 5	**13,011,011**	**2,860,177**	**15,871,188**	**10,601,282**	**26,472,470**	24,150,979
7 Transportation and Housing						
7.41 Transportation and Housing Administration	**126,085**	25,529	**151,614**	1,484	**153,098**	157,670
7.70 Student Transportation	**48,216**	11,475	**59,691**	956,643	**1,016,334**	999,960
Total Function 7	**174,301**	**37,004**	**211,305**	**958,127**	**1,169,432**	1,157,630
9 Debt Services						
Total Function 9	**-**	**-**	**-**	**-**	**-**	-
Total Functions 1 - 9	**155,785,226**	**35,635,937**	**191,421,163**	**22,119,376**	**213,540,539**	210,216,236

School District No. 61 (Greater Victoria)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget	2021 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education	**35,925,653**	23,374,030
Other Revenue	**3,500,000**	3,505,800
Investment Income	**63,184**	65,200
Total Revenue	**39,488,837**	26,945,030
Expenses		
Instruction	**36,185,018**	26,134,751
Operations and Maintenance	**811,400**	810,279
Total Expense	**36,996,418**	26,945,030
Net Revenue (Expense)	**2,492,419**	-
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(2,492,419)**	
Total Net Transfers	**(2,492,419)**	-
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	$	$	$	$	$	$		$	$
Deferred Revenue, beginning of year			649,818	4,140	3,681,822	1,619	25,074	127,744	134,605
Add: Restricted Grants									
Provincial Grants - Ministry of Education	810,279	665,523		121,318		192,000	66,150	407,238	3,943,638
Other			6,100		3,500,000				
Investment Income	1,121		49,386		16,300				
	811,400	665,523	55,486	121,318	3,516,300	192,000	66,150	407,238	3,943,638
Less: Allocated to Revenue	811,400	665,523	32,000	122,318	3,516,300	193,619	91,224	534,982	3,778,243
Recovered				3,140					
Deferred Revenue, end of year	-	-	**673,304**	-	**3,681,822**	-	-	-	**300,000**
Revenues									
Provincial Grants - Ministry of Education	810,279	665,523		122,318		193,619	91,224	534,982	3,778,243
Other Revenue					3,500,000				
Investment Income	1,121		32,000		16,300				
	811,400	665,523	32,000	122,318	3,516,300	193,619	91,224	534,982	3,778,243
Expenses									
Salaries									
Teachers								67,156	510,298
Principals and Vice Principals				2,494				54,823	130,707
Educational Assistants		538,240		93,144		142,894			366,403
Support Staff								6,267	88,813
Other Professionals									
Substitutes		21,766			25,000		9,477	40,000	30,601
	-	560,006	-	95,638	25,000	142,894	9,477	168,246	1,126,822
Employee Benefits		105,517		19,689	4,550	34,007	1,725	35,847	265,336
Services and Supplies	811,400		32,000	6,991	3,382,836	16,718	80,022	330,889	2,386,085
	811,400	665,523	32,000	122,318	3,412,386	193,619	91,224	534,982	3,778,243
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	103,914	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased					(103,914)				
	-	-	-	-	(103,914)	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School Grant	Federal Safe Return to Class Fund	Ledger School
	$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year	76,921	1,093,931	621,752	21,601		23,990			12,600
Add: Restricted Grants									
Provincial Grants - Ministry of Education	702,459	17,366,524	1,599,866		48,000	25,000	1,552,257	7,254,152	357,571
Other									
Investment Income									
	702,459	17,366,524	1,599,866	-	48,000	25,000	1,552,257	7,254,152	357,571
Less: Allocated to Revenue	702,459	17,366,524	1,599,866	21,601	48,000	48,990	1,552,257	7,254,152	358,571
Recovered	76,921	1,093,931	621,752						11,600
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	702,459	17,366,524	1,599,866	21,601	48,000	48,990	1,552,257	7,254,152	358,571
Other Revenue									
Investment Income									
	702,459	17,366,524	1,599,866	21,601	48,000	48,990	1,552,257	7,254,152	358,571
Expenses									
Salaries									
Teachers		12,894,054						1,815,323	182,872
Principals and Vice Principals									7,351
Educational Assistants								741,272	69,825
Support Staff	159,312						691,709		
Other Professionals							152,176	380,011	
Substitutes	428,883	1,176,642	1,353,525			32,526		302,110	9,014
	588,195	14,070,696	1,353,525	-	-	32,526	843,885	3,238,716	269,062
Employee Benefits	114,264	3,295,828	246,341			5,879		740,054	63,321
Services and Supplies				21,601	48,000	10,585	477,740	1,117,509	26,188
	702,459	17,366,524	1,599,866	21,601	48,000	48,990	1,321,625	5,096,279	358,571
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	230,632	2,157,873	-
Interfund Transfers									
Tangible Capital Assets Purchased							(230,632)	(2,157,873)	
	-	-	-	-	-	-	(230,632)	(2,157,873)	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 61 (Greater Victoria)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Provincial Inclusion Outreach	Estate Trust	TOTAL
	$	$	$
Deferred Revenue, beginning of year	74,710	94,628	**6,644,955**
Add: Restricted Grants			
Provincial Grants - Ministry of Education	774,804		**35,886,779**
Other			**3,506,100**
Investment Income		13,763	**80,570**
	774,804	13,763	**39,473,449**
Less: Allocated to Revenue	777,045	13,763	**39,488,837**
Recovered	72,469		**1,879,813**
Deferred Revenue, end of year	-	**94,628**	**4,749,754**
Revenues			
Provincial Grants - Ministry of Education	777,045		**35,925,653**
Other Revenue			**3,500,000**
Investment Income		13,763	**63,184**
	777,045	13,763	**39,488,837**
Expenses			
Salaries			
Teachers	187,338		**15,657,041**
Principals and Vice Principals	15,929		**211,304**
Educational Assistants	159,522		**2,111,300**
Support Staff	26,848		**972,949**
Other Professionals			**532,187**
Substitutes			**3,429,544**
	389,637	-	**22,914,325**
Employee Benefits	87,228		**5,019,586**
Services and Supplies	300,180	13,763	**9,062,507**
	777,045	13,763	**36,996,418**
Net Revenue (Expense) before Interfund Transfers	-	-	**2,492,419**
Interfund Transfers			
Tangible Capital Assets Purchased			**(2,492,419)**
	-	-	**(2,492,419)**
Net Revenue (Expense)	-	-	-

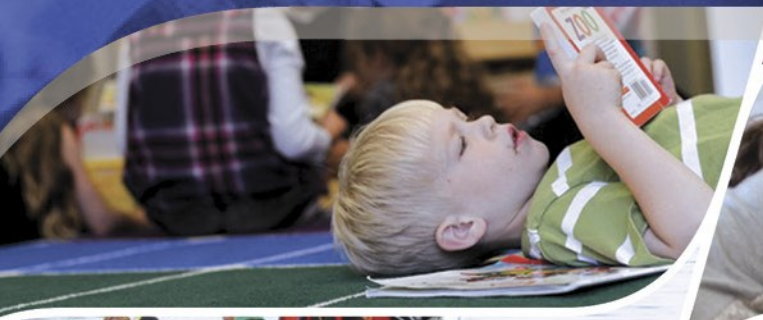
School District No. 61 (Greater Victoria)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2021

	2021 Amended Annual Budget			
	Invested in Tangible Capital Assets	**Local Capital**	**Fund Balance**	2021 Annual Budget
	$	**$**	**$**	$
Revenues				
Provincial Grants				
Ministry of Education	1,823,866		**1,823,866**	1,375,000
Other	2,636		**2,636**	
Investment Income		4,400	**4,400**	55,000
Amortization of Deferred Capital Revenue	7,568,728		**7,568,728**	7,522,773
Total Revenue	**9,395,230**	**4,400**	**9,399,630**	8,952,773
Expenses				
Operations and Maintenance	1,826,502	210,000	**2,036,502**	1,430,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,342,700		**11,342,700**	11,880,269
Total Expense	**13,169,202**	**210,000**	**13,379,202**	13,310,269
Net Revenue (Expense)	**(3,773,972)**	**(205,600)**	**(3,979,572)**	(4,357,496)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	3,492,419		**3,492,419**	1,339,270
Total Net Transfers	**3,492,419**	**-**	**3,492,419**	1,339,270
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,000,000	(1,000,000)	**-**	
Total Other Adjustments to Fund Balances	**1,000,000**	**(1,000,000)**	**-**	
Budgeted Surplus (Deficit), for the year	**718,447**	**(1,205,600)**	**(487,153)**	(3,018,226)

One Learning Community

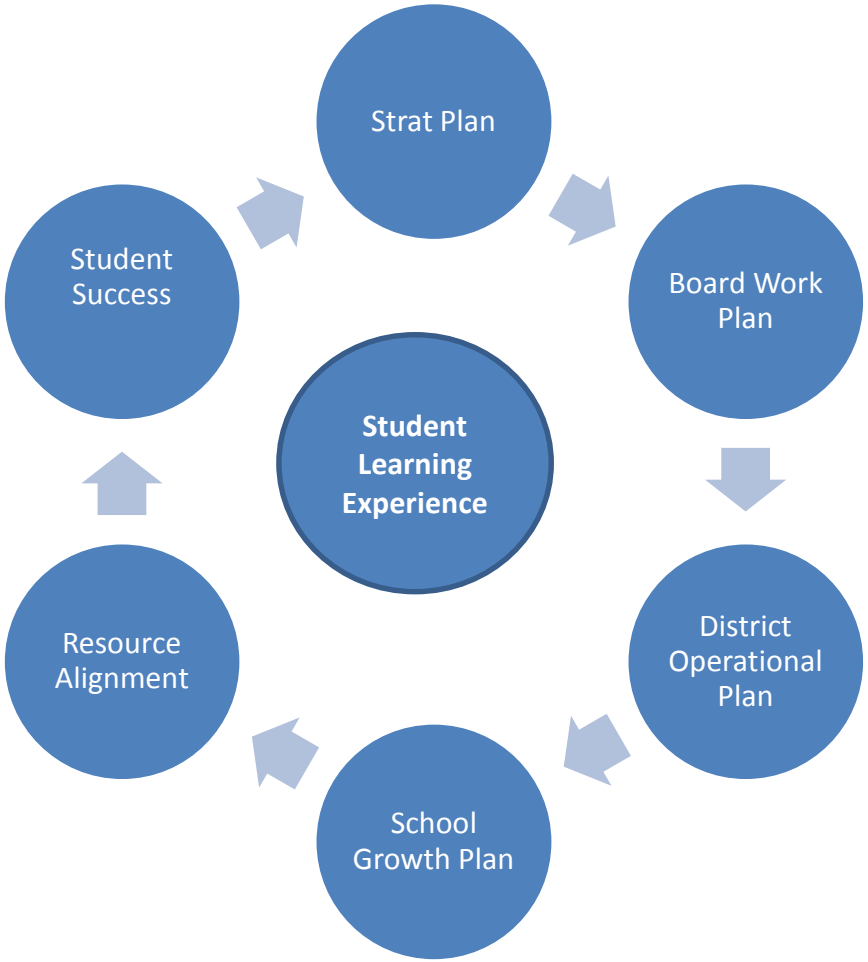


Greater VICTORIA School District

2020-2021
Amended Annual Budget

Regular Open Board Meeting
February 22, 2021
Presented by: Katrina Stride

Alignment


Strat Plan
Board Work Plan
District Operational Plan
School Growth Plan
Resource Alignment
Student Success
Student Learning Experience

Preliminary to Amended Annual Budget

- Operating Fund (Schedules 2, 2A, 2B, 2C)
- Special Purpose Funds (Schedules 3 & 3A)
- Capital Fund (Schedule 4)
- Consolidated Revenue and Expense (Statement 2)

Highlights

- **Enrolment 19,783 FTE vs. 19,444 FTE (339 FTE change or 1.7% decrease)**
- **International Program:**
  - Regular student enrolment up 44 FTE, 8.54%
  - Short-term enrolment down 55 students, 24%
- **Rental and Investment Income down**
- **New sources of funding: Safe Return to School Fund and Federal Safe Return to Class Grant, Early Career Mentorship Funding**

Operating Fund – Overview

	2020-2021 Amended Annual Budget	2020-2021 Annual Budget	Increase (Decrease)
Revenues	$ 203,718,536	$ 204,508,700	$ (790,164)
Expenses	213,540,539	210,216,236	3,324,303
Net Revenue (Expense)	(9,822,003)	(5,707,536)	(4,114,467)
Budgeted Prior Year Surplus Appropriation	10,822,003	7,046,806	3,775,197
Net Transfers to other funds	(1,000,000)	(1,339,270)	339,270
Budgeted Surplus (Deficit), for the year	$ -	$ -	$ -

Budgeted Prior Year Surplus Appropriation

Budgeted Prior Year Surplus Appropriation	$	7,046,806
Use of School Carry Forwards		479,310
Use of Department Carry Forwards		2,232,811
Use of Purchase order Commitments		560,082
Amended Budget Changes (see next slide)		502,994
Amended Budgeted Prior Year Surplus Appropriation	$	10,822,003

Amended Budget Changes

Operating Grant Reduction	$ (1,700,927)
Graduated Adult funding Increase	52,151
Support Staff Standardized Plan Funding Increase	102,154
February & May Continuing Education Grant Increase	129,735
International Student Program Net Revenue to District	228,531
Investment Income Decrease	(506,149)
Rental Revenue Decrease	(267,044)
Purchasing Card & Office Supply Vendor Rebates	95,031
Staffing & Supplies Expense Reduction due to Lower Enrolment	2,525,334
Lower Average Teacher Salary Savings/Timing of Hiring	991,211
Increased TTOC Expenses (Teacher Replacement Cost)	(1,182,000)
Teacher Benefits Adjustment re: Pension	297,321
District Principal Salary and Benefits Savings	276,365
Insurance Premium Expense Increase	(34,187)
Legal Fees Increase	(136,117)
Labour Relations Expense Increase	(118,012)
Shop Upgrades	(350,000)
Facilities Maintenace Software	(87,000)
Atrieve HR Workflows Module	(52,000)
CUPE 382 Training Fund (per Collective Agreement)	(51,539)
Summer School Adjustment	(104,262)
Braefoot Turf Field Joint Use Agreement	(12,120)
Transportation & Fleet Expenses Increase	(105,857)
Pathways & Partnerships Courses	(440,988)
Other Adjustments	(52,625)
Amended Budget Changes	$ (502,994)

Projected Unappropriated Surplus at June 30, 2021

COVID Contingency at June 30, 2020	$	2,561,247
Unappropriated Surplus at June 30, 2020		29,582
Reserve - International at June 30, 2020		425,000
Amended Budget Changes		(502,994)
Projected Unappropriated Surplus at June 30, 2021	$	2,512,835

Operating Fund – Revenue

	2020-2021 Amended Annual Budget	2020-2021 Annual Budget	Increase (Decrease)
Operating Grant, Ministry of Education	$ 182,189,199	$ 183,882,816	$ (1,693,617)
LEA Recovery	(966,444)	(1,030,941)	64,497
Other Ministry of Education Grants	9,457,671	8,738,816	718,855
Provincial Grants – Other	112,019	50,000	62,019
Tuition	8,979,891	8,320,804	659,087
Other Revenues	1,871,392	1,702,141	169,251
Rentals and Leases	1,550,957	1,815,064	(264,107)
Investment Income	523,851	1,030,000	(506,149)
Total Operating Revenue	$ 203,718,536	$ 204,508,700	$ (790,164)

Operating Fund – Expenses

	2020-2021 Amended Annual Budget	2020-2021 Annual Budget	Increase (Decrease)
Salaries			
Teachers	$ 89,963,160	$ 91,528,262	$ (1,565,102)
Principals and Vice Principals	13,786,046	14,147,870	(361,824)
Educational Assistants	18,707,819	18,886,902	(179,083)
Support Staff	18,795,672	18,802,445	(6,773)
Other Professionals	4,786,880	4,798,558	(11,678)
Substitutes	9,745,649	8,139,995	1,605,654
Total Salaries	155,785,226	156,304,032	(518,806)
Employee Benefits	35,635,937	36,182,266	(546,329)

Operating Fund – Expenses Continued

	2020-2021 Amended Annual Budget	2020-2021 Annual Budget	Increase (Decrease)
Services and Supplies			
Services	6,299,832	4,092,856	2,206,976
Student Transportation	965,667	1,019,460	(53,793)
Professional Development and Travel	652,116	674,017	(21,901)
Rentals and Leases	111,354	115,235	(3,881)
Dues and Fees	117,027	96,315	20,712
Insurance	426,154	372,000	54,154
Supplies	9,034,542	6,847,371	2,187,171
Utilities	4,512,684	4,512,684	-
Total Services and Supplies	22,119,376	17,729,938	4,389,438
Total Operating Expense	$ 213,540,539	$ 210,216,236	$ 3,324,303

Operating Fund – $ Per Student FTE

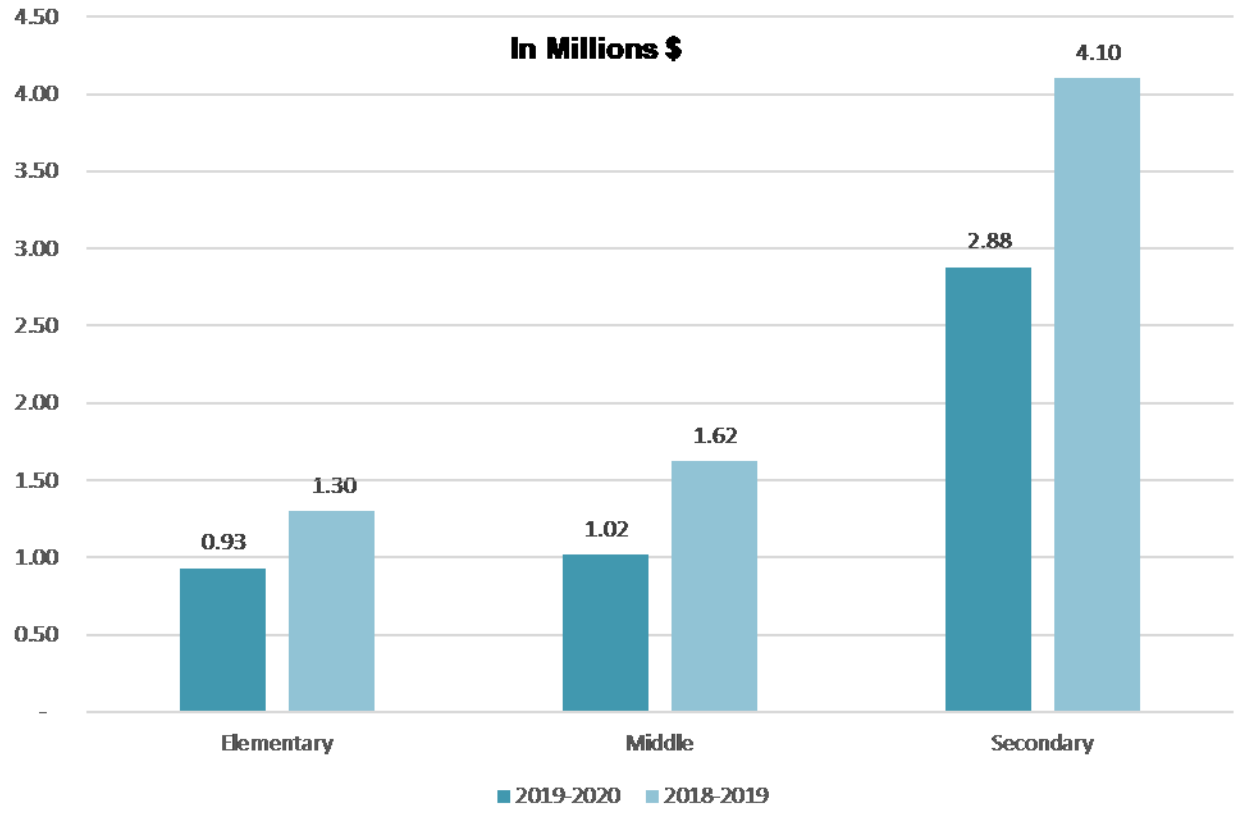
	2020-2021 Amended Annual Budget			2020-2021 Annual Budget		
Operating	**$**	**% of Total**	**Per FTE**	**$**	**% of Total**	**Per FTE**
Teachers	$ 89,963,160	41.93%	$ 4,627	$ 91,528,262	43.26%	$ 4,627
Principals & Vice Principals	13,786,046	6.43%	709	14,147,870	6.69%	715
Educational Assistants	18,707,819	8.72%	962	18,886,902	8.93%	955
Support Staff	18,795,672	8.76%	967	18,802,445	8.89%	950
Other Professionals	4,786,880	2.23%	246	4,798,558	2.27%	243
Substitutes	9,745,649	4.54%	501	8,139,995	3.85%	411
Total Salaries	155,785,226	72.61%	8,012	156,304,032	73.88%	7,901
Benefits	35,635,937	16.61%	1,833	36,182,266	17.10%	1,829
Services	6,299,832	2.94%	324	4,092,856	1.93%	207
Transportation	965,667	0.45%	50	1,019,460	0.48%	52
Pro-D and Travel	652,116	0.30%	34	674,017	0.32%	34
Rentals & Leases	111,354	0.05%	6	115,235	0.05%	6
Dues and Fees	117,027	0.05%	6	96,315	0.05%	5
Insurance	426,154	0.20%	22	372,000	0.18%	19
Supplies	9,034,542	4.21%	465	6,847,371	3.24%	346
Utilities	4,512,684	2.10%	232	4,512,684	2.13%	228
Total Services & Supplies	22,119,376	10.31%	1,138	17,729,938	8.38%	896
Capital	1,000,000	0.47%	51	1,339,270	0.63%	68
Total	$ 214,540,539	100.00%	$ 11,034	$ 211,555,506	100.00%	$ 10,694

Special Purpose Funds

- Separate funds set up to track revenue and expenses received from the Ministry of Education and external parties that have restrictions on how the funds can be used
- Includes School Generated Fund, CommunityLINK, Classroom Enhancement Fund, Federal Safe Return to Class Fund and Provincial Safe Return to School Grant
- Operating and Capital funds cannot be transferred to Special Purpose Funds

School Generated Funds

Funds that are raised and collected by schools including fieldtrip funds, donations, fundraisers, lunch programs, PAC



CommunityLINK

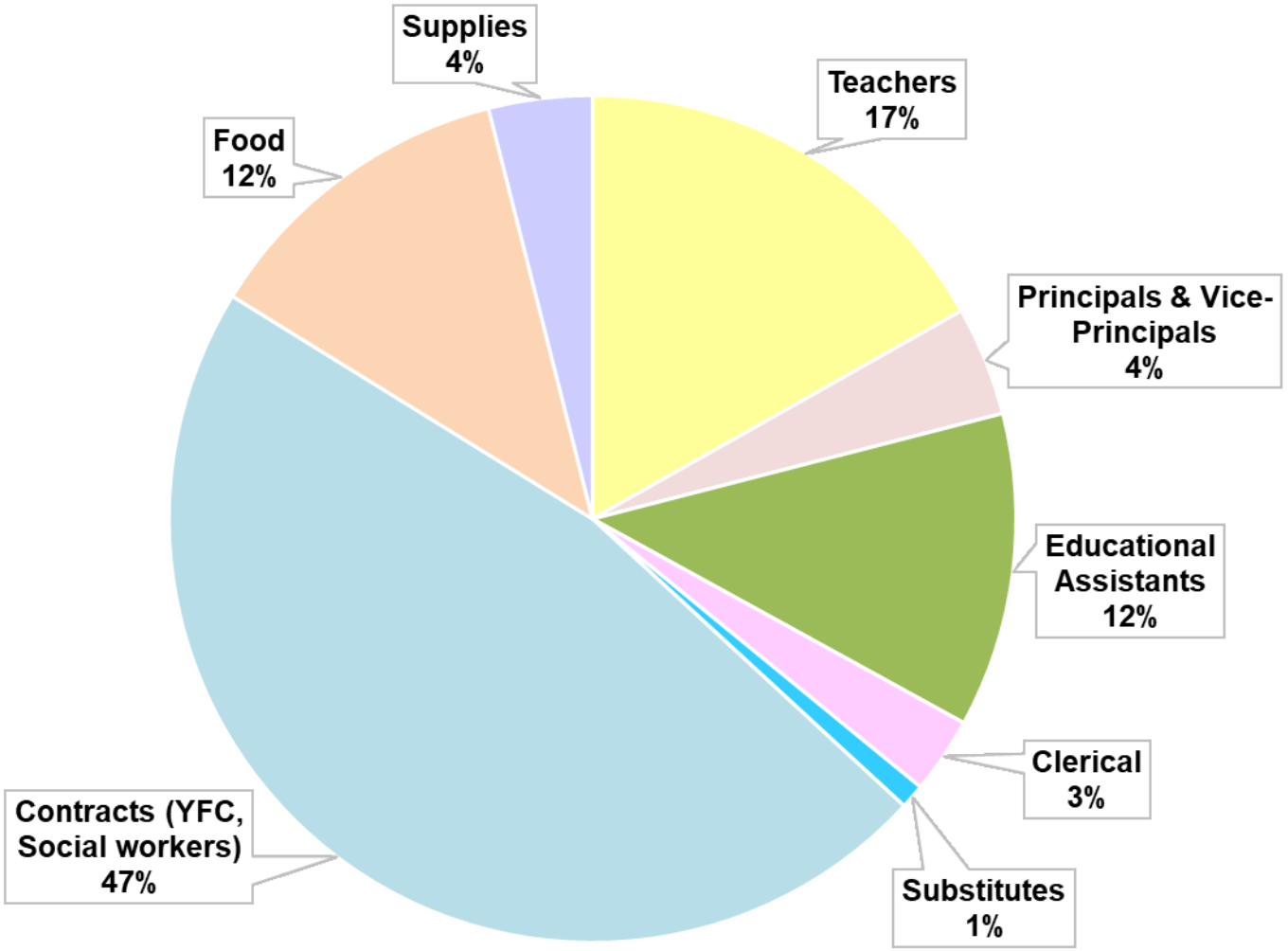
- Learning
- Involves
- Nutrition &
- Knowledge

- **Funds support vulnerable students who may be at risk in terms of academic achievement and social functioning**

- **Schools receiving funding include 3 Secondary, 5 Middle, 8 Elementary, 2 Alternative, 4 Family of schools (each receive YFC)**

- **50% of vulnerable students in the rest of the schools are currently not served by CommunityLINK**

CommunityLINK



Classroom Enhancement Funds

Funds received to address additional costs related to the implementation of the restored GVTA collective agreement language

146.681 FTE Enrolling Teachers	$	13,426,300
27.922 Non-Enrolling Teachers		2,549,434
D.3.5 (Low Incidence Prep time)		1,390,790
Remedies		1,599,866
Teacher Leave Provisions (TTOC time)		506,940
2.0 FTE Custodial Staffing (CUPE 382)		115,824
1.286 FTE Human Resources Staffing (CUPE 947)		79,695
Total Classroom Enhancement Funds	$	19,668,849

Federal Safe Return to Class Fund

	Approved Spending Plan/ Sept 28 2020	Amended/ Feb 22 2021	Increase/ (Decrease)
Revenue	6,601,312	7,254,152	652,840
Expense			
Teachers	2,799,779	2,249,185	(550,594)
Education Assistants	681,488	917,734	236,246
Custodians	450,038	450,038	0
Trades	0	13,575	13,575
Substitutes/Relief	112,000	312,238	200,238
Tech Hardware - District	445,256	427,784	
Tech Hardware - Schools	Incl above	35,433	17,961
Tech Software - District	22,500	31,837	
Tech Software - Schools	Incl above	4,500	13,837
Supplies & Equipment - District	1,701,147	1,441,416	
Supplies & Equipment - Schools	Incl above	385,908	126,177
Contracted Transportation	186,000	211,470	25,470
Mileage	100,000	100,000	0
Unallocated	103,104	673,034	569,930
Total Expenses	**6,601,312**	**7,254,152**	**652,840**
* Difference in salary is hiring timing and lower average salary (newly hired >< lower on salary grid)			
** Unallocated for Amended: Pending MERV Filter Discussion & Round 3			

	Approved Spending Plan/ Sept 28 2020	Amended/ Feb 22 2021	Increase/ (Decrease)
Teachers	26.27 FTE	29.58 FTE	3.31
Education Assistants	535-915 Hr/week	758 Hr/week	223 - (157)
Custodians	404 Hr/week	404 Hr/week	-

Provincial Safe Return to School Grant

	Amended/ Feb 22 2021
Revenue	1,552,257
Expense	
Custodians (758 Hrs/Week)	843,885
Custodial Supplies	187,122
Supplies	415,630
Computer Hardware	105,620
Total Expenses	**1,552,257**

Special Purpose Fund - Revenues

	2020-2021 Amended Annual Budget	2020-2021 Annual Budget	Increase (Decrease)
Annual Facility Grant	$ 811,400	$ 810,279	$ 1,121
Learning Improvement Fund	665,523	665,523	-
Scholarships and Bursaries	32,000	30,000	2,000
Provincial Resource Programs (SET, Ledger, PIOP)	1,257,934	1,253,693	4,241
School Generated Funds	3,516,300	3,530,000	(13,700)
Strong Start	193,619	192,000	1,619
Ready, Set, Learn	91,224	66,150	25,074
Official Languages in Education Protocol (OLEP)	534,982	398,099	136,883
CommunityLINK	3,778,243	3,943,638	(165,395)
Classroom Enhancement Fund	19,668,849	16,044,648	3,624,201
First Nation Student Transportation	21,601	-	21,601
Mental Health in Schools	48,000	-	48,000
Changing Results for Young Children	48,990	-	48,990
Safe Return to School Grant	1,552,257	-	1,552,257
Federal Safe Return to Class Fund	7,254,152	-	7,254,152
Estate Trust	13,763	11,000	2,763
Special Purpose Revenues	$ 39,488,837	$ 26,945,030	$ 12,543,807

Capital Fund

- **Includes expenditures related to land, buildings, computer hardware and software, vehicles and equipment**
- **Funded from Ministry of Education capital grants, local capital, operating funds and special purpose funds**
- **Ministry of Education Grant Revenue is recognized when maintenance expenses (non-capital) are incurred, including:**
  - Mt. Doug window replacements
  - Asbestos inspections
  - Painting
  - Lighting, flooring, roofing and electrical replacements
- **Local Capital Operations and Maintenance Expenses include:**
  - Non-capital expenditures from Child Care Capital reserve (e.g. painting)
  - Student device repairs

Capital Fund

- Statement 4, Acquisitions from Tangible Capital Assets total $23.1M
- These are planned current year capital expenditures from Operating and Special Purpose, Local Capital and Deferred Capital Revenue

Operating & Special Purpose ($3.5M)	Local Capital ($1.0M)	Deferred Capital Revenue ($18.6M)
Safe Return to School Grant	Inclusion for Learning	Vic High Seismic
Federal Safe Return to Class Fund	Quadra Warehouse	Campus View Seismic
School Generated Funds	George Jay Portable	Campus View Portable Cluster
Operating Funds	Oaklands Outdoor Classroom	Various AFG & CNCP projects
	Various technology	Braefoot Seismic
		Doncaster Playground Equipment
		Child Care Spaces (11 Schools)

Thanks to…

- SD61 Finance Staff

- Payroll lead by Lynn Yearwood
- Accounts lead by Hervinder Parmar
- Budget lead by Julie Lutner
- Financial Services lead by Katrina Stride

Thanks to…

- SD61 Finance Staff
- Team effort
- Commitment to students through service to employees and schools
- Ethical, dedicated, loyal, fair, compassionate, firm, professional
- Ownership and pride
- Unsung heroes/infra-structure/backbone

Amended Annual Budget Bylaw

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2020-2021 Amended Annual Budget Bylaw at the Regular Board meeting on February 22, 2021.

Motion to be Carried Unanimously

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2020-2021 in the amount of $268,408,578 be:

Read a first time the 22nd day of February, 2021;
Read a second time the 22nd day of February, 2021;
Read a third time, passed and adopted the 22nd day of February, 2021;

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

SECTION 72 REPORT

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

Sanctioned:
Trustee Diane McNally

Guest:
Andrew Kadler, Koffman, Kalef, LLP

Administration:
Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Harold Caldwell, Associate Superintendent, Colin Robert, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Jim Soles, Associate Director, Facilities Services, and Vicki Hanley, Recorder

The Board of Education discussed the following matters:

- Property
- Legal

SECTION 72 REPORT

Present:
Trustees Jordan Watters, Chair, Elaine Leonard, Vice-Chair, Nicole Duncan, Tom Ferris (arrived at 5:42 p.m.), Angie Hentze, Ryan Painter, Rob Paynter, and Ann Whiteaker

Sanctioned:
Trustee Diane McNally

Administration:
Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director, Facilities Services, Jim Soles, Associate Director Facilities Services, and Vicki Hanley, Recorder

The Board of Education discussed the following matters:

- Land
- Legal
- Personnel
- Governance

SECTION 72 REPORT

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

Sanctioned:
Trustee Diane McNally

Guest:
Mr. Mike McKay, Consultant

Administration:
Shelley Green, Superintendent of Schools, and Kim Morris, Secretary-Treasurer

The Board of Education discussed the following matters:

- Personnel

Greater VICTORIA School District

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: Education Policy & Directions Standing Cttee
Date: February 22, 2021
Re: Motion: Masks Letter

Background

A motion directing wearing of masks by students and all adults in school in SD61 was narrowly defeated at the January 25th Board meeting. There was some interest in the second part of the motion which directed the Board Chair to write to Provincial Health Officer Dr Henry on behalf of the Board, asking for a broadened mask mandate in schools, with exceptions on an individual basis.

Recent COVID exposures have occurred at a public school in Duncan, Royal Bay in SD62, two schools in Parksville, two private schools on the South Island, and Macaulay and View Royal here in SD61.

Provincial Health Officer Dr Bonnie Henry stated "The mask mandate that we put in place very recently talks about those public indoor places. And yes, children are required to wear masks in public indoor spaces as well as in their schools." Unless they're in a classroom.

During the first coronavirus (COVID-19) briefing of 2021 on Monday, Jan. 4, Dr Henry told reporters that health officials are re evaluating safety measures and plans after the Surrey School District reported 50 COVID cases at Earl Marriott Secondary School. Surrey Teachers' Association letter to Dr Bonnie Henry in December 2020 asserts that masks should be mandated for everyone in schools--not only teachers and adults – and in every school space.

Dr Amy Tan, a Victoria physician would like to see masks mandated for students in kindergarten to Grade 12, with exemptions on an individual basis for students who can't wear masks for various reasons.

Ontario requires all students age 10 and up to wear masks everywhere in school, including classrooms.

The Toronto District School board issued a directive mandating the wearing of appropriate masks in TDSB schools or buildings, with exemptions on an individual basis.

Edmonton Public Schools have directed mask wearing as mandatory as an additional means of protection for staff and students, with exemptions on an individual basis.

Saskatchewan's Chief Medical Health Officer Dr. Saqib Shahab's order is that masks are required for all students age 3 and older (who are able to wear a mask) , and all employee and visitors in schools, with the exception of while they are consuming food or beverages.

The US Centers for Disease Control site states that “In general, children 2 years and older should wear a mask …” with exceptions for “children with certain disabilities…”.

Clearly, other jurisdictions have taken more extensive precautionary measures than BC has to protect students, front line educators, and other staff.

Alignment With Strategic Plan:

- Mission: **“**We nurture each student’s learning and well-being in a **safe,** responsive and inclusive learning community.”
- Goal 3, Strategy 4: "...maximize physical health and mental well-being.”

Recommended Motion:

That the Board direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools that includes mask wearing by students K-12, staff, and any adults in school buildings in all school spaces, with exceptions on a case by case basis.to be made by principals, with a documented reason for an exemption.