



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

Monday, November 23, 2020, 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 November 23, 2020 agenda be approved.

A.3. Trustee Elections

- a. Election of Chair
- b. Election of Vice-Chair
- c. Election of British Columbia Public School Employers' Association Representative
- d. Election of British Columbia School Trustees' Association Provincial Councilor
- e. Motion to Destroy Election Ballots

Recommended Motion:
That the election ballots be destroyed.

A.4. Approval of the Minutes

8

Recommended Motion:
Approval of the October 26, 2020 minutes.

A.5. Business Arising from the Minutes

A.6. Student Achievement

- a. Gordon Head Middle School - Shawn Boulding, Principal

A.7. District Presentations

A.8. Community Presentations

(5 minutes per presentation)

B. CORRESPONDENCE

B.1. October 28, 2020, South Jubilee Neighbourhood Association to SD61, Sundance and Bank Street Schools 16

B.2. November 4, 2020, SD28 to Minister of Education, Cancellation of 2020-2021 FSA 17

B.3. November 5, 2020, Corporation of the Township of Esquimalt to SD61, 2021 Council Liaison Appointment 18

B.4. November 18, 2020, VCPAC to SD61, New Executive and Feedback 19

C. TRUSTEE REPORTS

C.1. Chair's Report

- a. November Report 22

- b. Annual Workplan: December 23

C.2. Trustees' Reports

(2 minutes per verbal presentation)

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

- a. Draft minutes from the November 2, 2020 meeting - Information only 24
- b. Recommended motions from the November 2, 2020 meeting

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the November 2, 2020 Education Policy and Directions Committee meeting.

- a. MyEd Forms

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Ministry of Education requesting that MyEd specific forms include "X" as an option for the "Gender" category

AND FURTHER

That the request of notification of gender for parents and siblings be removed.

- b. Foundation Skills Assessment 30

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) write the Ministry of Education requesting the cancellation of the Foundation Skills Assessment for the 2020-2021 school year during COVID-19.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a policy addressing religious accommodation in schools in accordance with the British Columbia Human Rights Code, after consultation with the Victoria Multifaith Society and Indigenous leadership, with specific attention to local religious and First Nations leadership, with specific attention to:

- Creation of a multi-faith calendar identifying key religious and spiritual, cultural and ceremonial days of observance, developed;
- Providing guidance respecting how practices can be reasonably accommodated;
- Developing procedures for how parents Direction on how parents and/or students can request accommodation for their practices and/or days of observance; and
- Providing direction to staff regarding their obligations to recognize requests for religious accommodation under the Human Rights Code in scheduling activities, tests and assignments.

- c. Recommended motion from the September 14, 2020 meeting
 - a. Dispensation for secondary level French Immersion students impacted by COVID-19 - Trustee Paynter

Recommended Motion:

That the motion "*That the Board of Education of Greater Victoria (School District 61) instruct the Chair to write a letter to the Minister of Education asking that Graduation Program Requirements for the Diplôme de fin d'études secondaires en Colombie-Britannique be relaxed for secondary students unable to attend in person classes to receive French language instruction during the 2020/2021 school year.*" be referred to the Advocacy Committee.

D.2. Operations Policy and Planning Committee

- a. Draft minutes from the November 9, 2020 meeting - Information only 36
- b. Recommended motion from the October 9, 2020 meeting
 - a. Draft Policy 6161.5, Instruction: School Gardens 42

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5, *Instruction: School Gardens*; AND FURTHER

Direct the Superintendent to develop an Administrative procedure.

- c. Policy Sub-Committee
 - a. Regulation 3323, Purchasing Services - information only 44

D.3. Audit Committee

- a. Audit Committee Report - November 4, 2020 Meeting

- a. September 2020 Quarterly Financial Report

51

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

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

- a. Monthly Report

55

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

- b. Local Education Agreement: SD61 and Songhees Nation

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) authorize the signing of the Local Education Agreement between the School District No. 61 and Songhees Nations as presented.

- c. School Closure Process: Craigflower /Shoreline Seismic

56

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve the Craigflower School Closure public consultation plan as presented.

- d. Trustee Questions

60

E.2. Secretary-Treasurer's Report

a. Monthly Report

61

Recommended Motion:

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

F. QUESTION PERIOD

(15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board Meeting - October 26, 2020

63

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

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

October 26, 2020, 7:30 p.m.

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

Trustee Regrets: Rob Paynter

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, Andy Canty, Director, Information Technology for Learning, Shelly Niemi, District Principal, Indigenous Education, Lisa McPhail, Communications and Community Engagement Manager , Vicki Hanley, Recorder

A. COMMENCEMENT OF MEETING

The meeting was called to order 7:34 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.

A.2 Approval of the Agenda

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

Moved by Trustee Whiteaker
Seconded by Trustee Painter

That the October 26, 2020 agenda be approved with the following additions:

B.6 August 26, 2020, Victoria High School Alumni Association to SD61, Letter of Support

G.2 Student Unusual Exclusion Report Motion

Motion Carried Unanimously

A.3 Approval of the Minutes

Moved by Trustee Ferris
Seconded by Trustee Leonard

That the September 28, 2020 Regular Board minutes be approved.

Motion Carried Unanimously

A.4 Business Arising from the Minutes

None

A.5 Student Achievement

None

A.6 District Presentations

None

A.7 Community Presentations

None

B. CORRESPONDENCE

B.1 September 24, 2020, SD69 to Minister of Education, Cancellation of FSA 2020-2021

B.2 October 1, 2020, CUPE 947 to SD61, Support for a Safe Return to School

B.3 October 1, 2020, SD72 to Public Sector Employers' Council Secretariat, Compensation Freeze Policy

- B.4 October 1, 2020, Volleyball BC to SD61, Support for Sand Courts at Vic High**
- B.5 October 16, 2020, SD61 Staff to CUPE 947, Support for a Safe Return to School**
- B.6 August 27, 2020, Victoria High School Alumni Association to SD61, Letter of Support**

C. TRUSTEE REPORTS

C.1 Chair's Report

a. Chair Report

Chair Watters presented the report and highlighted her participation in Nanaimo School District's Indigenous Learning Series as part of professional development.

b. Annual Workplan: November 2020

Chair Watters referred to the Board Workplan and highlighted November.

c. Trustee Committee Assignments

Chair Watters referred Trustees to the current committee assignments and the newest committees that have recently been formed and reminded Trustees that there may be changes after Trustee elections at the November Board meeting.

d. BCSTA - Trustee Rights & Responsibilities Resource Guide

A resource guide produced by a BCSTA working group which covers Trustee Rights and Responsibilities was provided for information.

C.2 Trustees' Reports

None

D. BOARD COMMITTEE REPORTS

D.1 Education Policy and Directions Committee

Chair Duncan advised that there was nothing to report from the October 5, 2020 Education Policy and Directions meeting as quorum was not met.

D.2 Operations Policy and Planning Committee

- a. Draft minutes from the October 19, 2020 meeting

The draft minutes from the October 19, 2020 Operations Policy and Planning Committee meeting were presented for information.

- b. Reports

- a. Sundance/Bank Street Update

A report updating Trustees on Sundance and Bank Street Schools was provided for information.

- b. Occupational Health and Safety Annual Report

The annual Occupational Health and Safety Report was provided to Trustees for information.

- c. Recommended motions from the October 19, 2020 meeting.

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 19, 2020 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

- a. Spectrum Artificial Turf Field Project

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

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

Motion Carried Unanimously

- b. Policy Sub Committee Report

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

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

Motion Carried Unanimously

c. Dissolution of Committees

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

Motion Carried Unanimously

D.3 Advocacy Ad Hoc Committee

Associate Director of Human Resource Services Jensen exited the meeting at 7:54 p.m.

a. Committee Report and Terms of Reference

Trustee Whiteaker referred Trustees to the memo and Terms of Reference.

Moved by Trustee Ferris

Seconded by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) accept the revised Advocacy Ad Hoc Committee Terms of Reference as presented.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1 Superintendent's Report

a. Monthly Report

Superintendent Green presented the report and highlighted a few items such as the October 23, 2020 Professional Development event that involved 720 attendees.

Moved by Trustee Ferris

Seconded by Trustee Painter

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

Motion Carried Unanimously

- b. BCSTA Legal Bulletin - Enhancing Student Learning Reporting Order

Superintendent Green referred to a bulletin from the BCSTA with regards to an order made by the Ministry of Education on September 1, 2020. Superintendent Green explained the Enhancing Student Learning Reporting Order and answered questions of clarification from Trustees.

- c. Trustee Questions

Trustee Duncan requested an update with respect to HVAC systems in the District. Superintendent Green advised that an update would come from the Director of Facilities Services at the November 9, 2020 Operations Policy and Planning Committee meeting.

Superintendent Green responded to questions with respect to District policies and procedures as it relates to schools calling emergency services and the Administrative Procedures Manual.

E.2 Secretary-Treasurer's Report

- a. Monthly Report

Secretary-Treasurer Morris presented the report and answered a question of clarification.

Moved by Trustee Leonard

Seconded by Trustee Duncan

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

Motion Carried Unanimously

- b. 2020-2021 Enrolment and Capacity Update

Secretary-Treasurer Morris provided Trustees with the 2020-2021 enrolment and capacity data update and answered questions from Trustees.

c. Victoria High School - Surveillance Cameras

Secretary-Treasurer Morris provided Trustees with information pertaining to ongoing issues at the Victoria High School seismic upgrade construction project and the need for surveillance cameras to curtail issues of vandalism. Secretary-Treasurer Morris advised Trustees the approximate cost of surveillance cameras for the length of the project and fulfillment of Policy 3517.3, *Security -Video Surveillance at School Sites*, which includes public consultation. Secretary-Treasurer Morris advised that consultation was underway and approval will be sought at the November 23, 2020 Board meeting. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Morris.

F. QUESTION PERIOD

Q: I volunteer at Lambrick Park and Esquimalt with scoring at basketball games and special needs classes. Can you advise when after school activities will commence in schools and when volunteers can return to schools?

A: The District is currently following the COVID-19 guidelines as set out by the Provincial Health Officer and the Ministry of Education and when the District is given the go ahead to allow for community sports and volunteers to enter District buildings, these activities will once again resume.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1 Record of In-Camera Board Meeting - September 28, 2020

G.2 Student Unusual Exclusion Report

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to suspend the reporting of the Student Unusual Exclusion Report until the District moves into Stage One of the Restart Plan.

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1 New Business

None

H.2 Notice of Motions

None

I. ADJOURNMENT

The meeting adjourned at 8:25 p.m.

Moved by Trustee Painter

Seconded by Trustee Ferris

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer



28 Oct, 2020

Jordan Watters, Trustee
School District 61
556 Boleskine Rd,
Victoria, BC V8Z 1E8

Dear Ms Watters,

We are writing with regard to the School District's intentions to redevelop both Sundance and Bank Street School sites. We understand that that SD61 needs to expand elementary classroom space for the future enrollment of this area, and we as a community are very interested in playing a part in developing the plans for the re-imagined Bank and Sundance School sites.

Our neighbourhood association has recently conducted an informal survey of the residents to find out what people in the area think about the fate of the heritage registered Bank Street School. We are attaching the results of this survey for your consideration.

We understand that consultants are to be hired by the City to assess the viability of preserving the Bank Street School, however to this point, there has been no consultation with South Jubilee Neighbourhood Association. We understand that the City has intentions to create some kind of community space for our neighbourhood association (possibly shared with North Jubilee) and so because of this, and the high heritage value of the Bank Street School, we feel that the community consultation should be done jointly with SD61 and the City of Victoria.

At this point, we are asking you and the rest of the SD61 Board to provide a commitment to the South Jubilee Neighbourhood Association that you will initiate a thorough neighbourhood consultation process before moving forward with any action.

We look forward to collaborating constructively on the future of the site for the benefit of SD61 and the local neighbourhoods, including South Jubilee.

With Thanks and Best Regards,

Matt Dell, President
Murray Gudmundson, Vice President
South Jubilee Neighbourhood Association

Cc: other SD61 Trustees, Shelley Green, Superintendent of Schools

Quesnel School District

401 North Star Road,
Quesnel, BC
V2J 5K2

Tel. 250-992-8802
Fax 250-992-7652

Board of Education

November 4, 2020

Honourable Rob Fleming
Minister of Education
PO Box 9150, Stn Prov Govt
Victoria, BC V8W 9H1

Dear Minister Fleming,

RE: Cancellation of the Foundation Skills Assessment (FSA) 2020-2021

At its regular board meeting of October 21, 2020 the Board of Education of School District 28 (Quesnel) passed the following motion:

That the Board of Education of School District 28 (Quesnel) write a letter to the Minister of Education requesting that the Foundation Skills Assessment (FSA) testing for 2020/2021 be cancelled due to COVID-19.

We join with the Board of Education of School District 69 (Qualicum) and ask that the FSA testing be cancelled for 2020-2021. We believe it is important to acknowledge the stress and anxiety that staff, parents and students feel associated with the COVID-19 pandemic. We feel that the administration of the Foundation Skills Assessment during this current school year would add to the already challenging school and classroom conditions.

Currently, some of the grade 4 and 7 students who are expected to write the FSA are enrolled in programs that are not typical for our District. Many students are attending their neighbourhood school while others are learning through Quesnel Distributed Learning (QDL) and some are homeschooling. These diverse educational environments will make it challenging for students to participate in FSA testing.

We respectfully request the Ministry of Education remove the requirement for districts to administer the FSA during this school year.

Sincerely,

**BOARD OF EDUCATION
QUESNEL SCHOOL DISTRICT**



David Chapman, Chairperson

DC/ds

C: SD28 Board of Education

Sue-Ellen Miller, Superintendent of Schools

Dawn Rodger, President, Quesnel District Teachers' Association

Stephen Hawkins-Bogle, Co-President, Quesnel Principals' and Vice-Principals' Association

Jan Musselman, Co-President, Quesnel Principals' and Vice-Principals' Association

Lisa Boudreau, President, Quesnel District Parent Advisory Council

BC Boards of Education (via BCSTA)





CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Voice: (250) 414-7100
Fax: (250) 414-7111

File No. 0400-50

Via Email: jwatters@sd61.bc.ca

November 5th, 2020

Jordan Watters
School District 61 Board Chair

Dear Ms. Watters,

Re: 2021 Appointment as Council Liaison to School District 61

Please be advised that at its Regular Meeting of Council held November 2nd, 2020, the Corporation of the Township of Esquimalt Council approved the following appointment to School District 61:

- Councillor Ken Armour
ken.armour@esquimalt.ca or 250-220-6212
- Mayor Desjardins (Alternate)
barb.desjardins@esquimalt.ca or 250-883-1944

Information or any other communications may be directed to Mayor Desjardins or Councillor Armour at the Esquimalt Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1, and phone: 250-414-7100.

Should you require further clarification, please contact me at 250-414-7135 or rachel.dumas@esquimalt.ca.

Yours truly,

Rachel Dumas
Manager of Corporate Service / Corporate Officer



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

Nov. 18, 2020

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

Attention: Board of Trustees

Dear Trustees,

We are writing to provide you with an introduction to our new VCPAC executive, and provide you with written feedback relating to successes and challenges reported by our membership at our October 27th VCPAC meeting.

Our executive for the 2020/2021 school year is as follows: Jodi Whitman - Treasurer, Colleen O'Brian - Secretary, Christine Payne – Executive member, Angela Cooper-Carmichael – Executive member, Allison Hyatt – Executive member, and Kristil Hammer – Chair.

At our October 27th meeting we had 19 schools represented, each with a population of between 200 - +1000 students.

In advance of our meeting we asked each school representative to identify with their PAC two success and two things that their school found challenging.

We are writing to provide you a summary of the successes and challenges identified by our members, and ask that you please extend congratulations to your district staff, teachers and administrators for the successes, and come up with a plan to address our identified challenges.

To a large extent our members consider your response to the covid 19 pandemic a success, and that families admire the efforts of the district, teachers and admin in such a challenging time.

We are a district engaged PACS who understand the tremendous challenges that have been worked through, and are very supportive of the efforts so far. We had a number of school representatives take time to praise the work of your teachers during this time.

There was special applause and appreciation that the music programs continue to run, and our members recognize the creativity and ingenuity that has gone into making these programs continue.

Also, there's reported success with out-of-school learning covid protocols.

Across our membership these are items that we think could be worked on:

- Shortened lunch hours at elementary school, combined with designating eating time as instructional time, is resulting in not enough time for our elementary students to eat their lunches. Many kids find it difficult to eat and pay attention to teaching at the same time. Please ask your teachers to encourage kids to eat, and ensure enough time is being provided to meet children where they are at in terms of time needed to eat.
- Consistency as to what PAC events are allowed:
 - For example:
 - hot lunch programs. Some schools are allowing, and some schools are not.
 - Field trips. Some schools are allowing, and some schools are not.
 - Request – where an PAC event or other event is or is not allowed, we request that the administrators point to a specific section of the applicable protocols in support of the decision in their discussions with PACS or others.
- Families are being told that the full curriculum was not delivered last year, and that there are gaps in student’s literacy and numeracy as a result, and we are asking for resources to continue to come home as they did in Spring 2020 for parents to support their kids.
- Concerns continue at the high school level relating to the mental health and connectedness between students, their schools and their teachers. Please allocate resources to increase time that teachers can be on screen with students to increase a feeling of connectedness.
- Concern over retention in the quarter system at high school. Conceivable that in the current model there could be a 2 year gap between core subjects like math. Please work to address this issue.
- A number of elementary schools and high schools spoke about concerns over racism in our schools, and would encourage the district to resume or strike an equity committee broader than just indigenous students.
- Outdoor spaces:
 - We understood that outdoor learning would be a key component, yet it hasn’t materialized, despite PACs generally in support of them;
 - View Royal’s playground structure has been condemned, and concern over how to facilitate outdoor play without the ability to fundraise.
 - Quadra has learned that the CRD wants to put a multi use path through the right of way separating the school from the field, and strongly oppose it.
 - Lack of equity in outside areas.
- Elementary and middle school parents would like to have a clearer picture of what the classrooms look like, and what school is like for their kids:
 - Macauley highlighted the successful video provided by each classroom.
 - Others highlighted pictures provided by the teachers.

- For some kids to succeed, their parents do have to work with staff to create a learning plan that works in the specific classroom physical environment. How do we get these parents ... who are essential to the learning of their kids – into the school to provide this important feedback. It's not clear that the CDC BC k-12 guidelines prohibit these parents from entering the school.
- Challenges – social connection, even between cohorts, between French and English dual track, staggered starts. We know that separation is key, but we ask you to make plans for how we create connectivity under these new protocols.
- Concerns over delayed assessments.
- There is general significant worry about ability of PACs to fundraise and pay for things which are normally provided by PACS. PACS fundraise not because of an inherent love of fundraising, but rather to pay for things which parents feel are fundamentally important to the success and safety of our kids.:
 - Emergency supplies (Lansdowne has to have two kiosks, 2 music programs);
 - Major fundraisers are being reconsidered;
 - PISE events
 - Request that each administrator looks at what PACS normally pay for in a year, and seek a portion of the federal funds go to those important items.
- Challenge to connectivity of PACs.
 - Request – short video highlighting the basic functionality of zoom.
 - PAC school based zoom accounts. We are working with Mr. Canty on this issue. This is important so as to allow PACS to arrange for committee meetings and class based meetings.

Thank you for your review and consideration of the input provided herein. We look forward to seeing you work to address the matters set out herein – please let us know how we can be of assistance.

Yours truly,

Kristil Hammer

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

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

TO: Board of Education
FROM: Jordan Watters, Board Chair
RE: Chair's Report
DATE: November 23, 2020

November saw our schools innovate new ways of coming together to observe Remembrance Day. There were virtual assemblies, music recorded, videos filmed, and innumerable artworks created that offer student reflections upon the tragedy of war and the values that promote peace. It was heartening to see our collective commitment to observing the day as safely as possible. COVID-19 has impacted the ways we do nearly everything, and I am grateful to all the efforts our staff are making to keep our schools as safe as possible.

Update on Activities

- October 27 – Quarterly Meeting with Mayor Lisa Helps
- November 3 – BCSTA COVID-19 Working Group
- November 4 – Policy Sub-Committee
- November 10 – BCSTA COVID-19 Working Group
- November 18 – Policy Sub-Committee
- November 19 – BCSTA Board Chair's Meeting w/ Dr. Reka Gustafson re: COVID-19 Response

Committee Work

I am serving on the BCSTA COVID-19 Working Group which has been meeting weekly since June, and we are currently finalizing our report to the BCSTA Board of Directors.

As a part of my work on the BCSTA Student Citizenship Award Committee, I have been working with members to determine the essay prompt for this year's award applicants.

I am continuing to serve with Trustee Leonard on our Policy Sub-Committee, which meets every two weeks.

Professional Development

I am in between books, and open to recommendations!

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.

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction And Context

- Trustee Committee Assignments
- 2021-2022 Budget Process
- Diversity & Inclusion Forum Report

System Planning and Performance Monitoring

- Operational Plan Reporting
- Approve BAA courses for the following school year
- ISP – Update
- Monthly Financial Summary

Engagement with Stakeholders and Public Recognition Events

- Attend December Social Events as Invited



Education Policy and Directions Committee Meeting

MINUTES

November 2, 2020

Tolmie Boardroom, 556 Boleskine Road

Trustees Present: Nicole Duncan, Tom Ferris, 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, Andy Canty, Director of IT for Learning, Doug Smith, VPVA Representative, Cindy Graf, GVTA Representative, Christine Payne, VCPAC Representative, Tammy Renyard, District Principal, Tammy Sherstobitoff, District Principal-Human Resources Services, Jon Hamlin, District Vice Principal, John Harris, Elders & Indigenous Knowledge Facilitator, Vicki Hanley/Kelly Gorman (recorders)

A. COMMENCEMENT OF MEETING

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

A.1 Acknowledgement of Traditional Territories - Jon Hamlin and John Harris

Elders & Indigenous Knowledge Facilitator, Harris and District Vice Principal, Hamlin welcomed gave the acknowledgement of Territories and introduced a new "Welcome to the Lekwungen Territory" video.

Elders & Indigenous Knowledge Facilitator, Harris and District Vice Principal, Hamlin leave the meeting.

A.2 Approval of the Agenda

Moved by Trustee Ferris

That the November 2, 2020 agenda be approved.

Motion Carried Unanimously

A.3 Approval of the Minutes

Moved by Trustee Painter

That the September 14, 2020 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

A.4 Business arising from Minutes

None

B. PRESENTATIONS TO THE COMMITTEE

B.1 VCPAC Member Feedback - Kristil Hammer, VCPAC President

The president announced the new VCPAC executive and informed the goals for 2020-21.

1. Increase connectivity and communications.
2. Support District Strategic plan.
3. Participate on newly formed Equity Scan and aim to have VCPAC representation on all committees.

President also outlined successes and challenges as expressed by families in a recent outreach to parents.

C. NEW BUSINESS

C.1 Introduction of Student Representatives

- a. Lassah Johnson, Esquimalt High School

C.2 District Team Update - Tammy Sherstobitoff & Tammy Renyard

District Principal-Human Resources Services, Sherstobitoff provided an update on the Educational Assistant bridge program 34 out of 40 hires remain in the District. District Principal, Renyard provided an update on District Team supports and initiatives including the "Pulling Together: Equity in Education", PRO D Day on October 23 where 720 employees participated. Trustees provided thanks to the District Team for their ongoing work.

District Principal-Human Resources Services, Sherstobitoff and District. District Principal, Renyard leave the meeting.

C.3 District Team Operational Plan Update - Deputy Superintendent Whitten, Associate Superintendents Caldwell & Roberts

Deputy Superintendent Whitten provided Trustees with an overview and directed them to the package information and highlighted the District Team Operational plan:

- One goal with three strategies
- Alignment to budget
- Data aligned with measurable outcomes.

Questions of clarification were asked. Trustees thanked the District Team for their on-going work.

C.4 MyEd Forms - Trustee Painter

Trustee Painter presented the following motion and provided rationale.

Moved by Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) write a letter to the Ministry of Education requesting that MyEd specific forms include "X" as an option for the "Gender" category

AND FURTHER

That the request of notification of gender for parents and siblings be removed.

Motion Carried Unanimously

C.5 Foundation Skills Assessment #1 - Trustee Whiteaker

Trustee Whiteaker presented the following motion and provided a rationale:

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) write the Ministry of Education requesting the cancellation of the Foundation Skills Assessment for the 2020-2021 school year during COVID-19.

Motion Carried Unanimously

C.6 Foundation Skills Assessment #2 - Trustee Whiteaker

Trustee Whiteaker presented the following motion and provided a rationale for motion:

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Superintendent to instruct principals to advise parents who opt their children out of Foundation Skills Assessment, not excluded from writing the FSA as described in the FSA Administration Manual, that optional learning opportunities and spaces cannot be accommodated, therefore they will be required to keep their student home if they choose to opt out.

Motion Defeated Unanimously

Discussions ensued among the Trustees with a recommendation to defeat the motion.

C.7 Religious Accommodation - Trustee Paynter

Trustee Paynter presented the following motion and provided rationale.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a policy addressing religious accommodation in schools in consultation with local religious and First Nations leadership, with specific attention to:

- Creation of a multi-faith calendar identifying key religious and spiritual days of observance developed;

- Guidance respecting how practices can be reasonably accommodated;
- Direction on how parents and/or students can request accommodation for their practices and/or days of observance; and
- Direction to staff regarding their obligations to recognize requests for religious accommodation in scheduling activities, tests and assignments.

Discussion ensued among the Trustees with a recommendation to amend the motion to the following:

Moved by Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a policy addressing religious accommodation in schools in accordance with the British Columbia Human Rights Code, after consultation with the Victoria Multifaith Society and Indigenous leadership, with specific attention to ~~local religious and First Nations leadership, with specific attention to:~~

- Creation of a ~~multi-faith~~ calendar identifying key religious and spiritual, cultural and ceremonial days of observance, ~~developed;~~
- Providing guidance respecting how practices can be reasonably accommodated;
- Developing procedures for how parents ~~Direction on how parents~~ and/or students can request accommodation for their practices and/or days of observance; ~~and~~
- Providing direction to staff regarding their obligations to recognize requests for ~~religious~~ accommodation under the Human Rights Code in scheduling activities, tests and assignments.

For (3): Trustee Duncan, Trustee Ferris, and Trustee McNally

Against (1): Trustee Painter

Motion Carried (3 to 1)

C.8 Mental Health Grant - Associate Superintendent Caldwell

Associate Superintendent Caldwell presented the spending plan for the \$48,000 mental health grant via the Ministry Of Education:

- Indigenous perspectives and culturally safe and inclusive environments
- Compassionate Systems Leadership
- Inquiry-based conversations around data
- Social and emotional learning, trauma-informed practice and mental health literacy

D. NOTICE OF MOTION

E. GENERAL ANNOUNCEMENTS

F. ADJOURNMENT

The meeting adjourned at 9:24pm

Moved by Trustee McNally

That the meeting adjourn.

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

Motion Carried Unanimously

Chair

Secretary-Treasurer

Greater Victoria School District

TO: Education Policy and Directions Committee

FROM: Trustee Ann Whiteaker

RE: Foundations Skills Assessment

DATE: November 2, 2020

Background

In March of 2020, the COVID – 19 pandemic halted in person learning in schools across the province. In April 2020, after only 2 weeks of preparation teachers, admin and support staff redesigned and created on line lesson plans, sourced and provided technology to those in need, and everyone learned new ways of teaching and learning. Additionally, as the pandemic continued the need for front line workers to have access to childcare was identified as a real need and the responsibility to provide the resource of space and staff was undertaken by District staff. Safety protocols were developed, implemented and monitored.

After a considerable community effort COVID 19 was put in check and the curve flattened by mid May 2020. Again staff were given two weeks to create a new plan to re-opened schools for the month of June to those families wishing to send their child. More safety measures and protocols were developed and implemented, lesson plans once again redesigned and adapted to ensure learning outcomes were attainable by year end. Described as a test run for September return to school, Approx. 50% of primary and middle school students returned requiring teachers to instruct and maintain both in class and online lesson plans.

Learning from the lessons of the June “test run” and without contrary direction, staff did as they always do in July, and developed back to school schedules and logistics. Safety protocols were expanded, timetables, electives, teacher assignments etc. considered and drafted ready for September. The District learned the details of the Covid back to school plan late July which greatly varied from the drafted “test run” planning. Once again, August saw the redesign of back to school planning, timetables, teacher assignments, student schedules, transportation, classroom set ups, traffic flows, more safety protocols etc. once again.

Rationale

To say planning has been continuous and exhausting for staff over the past 6 months is an understatement. The amazing task of successfully returning students to school while still in a pandemic has been implemented but the cost on staff and families is evident. Staff are tired of planning, and adjusting; there is a yearning to focus on student wellbeing and learning. Students have also experienced continuous change; to their educational environment, their social interactions, and routines.

Additionally, families of our students have experienced and continue to experience uncertainty during these times emphasizing the benefit school plays in the daily lives of vulnerable students. School connectedness has clearly been identified by Dr. Bonnie Henry as a critical component to the overall health of our students and cited as a one of the major considerations in returning students to school; in a full time, in person, in traceable cohorts manner that allowed for social interaction and school connectedness for students.

Teachers and staff are being caring, creative and courageous within the modified learning environments and protocols to ensure students feel connected to their learning as well as to their school communities. Now more than ever schools need to be focused on routine and reliability while being responsive to possible changes to health orders. Upsetting class routines and directing resources to administering the FSA will detract from the more important work of building and maintaining school connectedness for our students. Students have lost field trips, community activities, assemblies, sports competitions, parent volunteers, and in some cases separated by cohort from their friends. If we can take all this away, removing the FSA is not an unreasonable request allowing classes to focus on the mental wellbeing of students rather than measuring the system during a pandemic.

We must consider the mental wellbeing of staff along with the restricted resources cohorts have created. Supervision of exams will rely on those adults currently assigned to the cohort – adding another layer of responsibility to the grade 4 & 7 learning teams. Staff has done an amazing job keeping students first in the return to school plan, now it is our job as the employer to keep the needs and wellbeing of our staff in the fore front. Eliminating the FSA for the 2020/21 year will provide some welcome relief and lessen the work load for some of our teachers and schools while maintaining routine for students, allowing them to focus on learning and mental wellbeing.

Alignment

The motion supports the emotional and mental wellbeing of students and staff to support learning during unprecedented times.

TO: Education Policy and Directions Committee

FROM: Trustee Rob Paynter

Re: Religious accommodation in schools

DATE: 05 October 2020

Background:

Caveat: Nothing in this proposal is intended to suggest that there is any intentional discrimination on the part of School District 61 (Greater Victoria) or any of its staff or representatives. There is however an opportunity to recognize how the structure of our society results in systemic bias against members of our school community.

Section 76 of the School Act states that:

76 (1) All schools and Provincial schools must be conducted on strictly secular and non-sectarian principles.

(2) The highest morality must be inculcated, but no religious dogma or creed is to be taught in a school or Provincial school.

Within the context of a multi-cultural society in which many different religious perspectives are held it is reasonable and appropriate that limitations on religious instruction are established. It has also been accepted however that religions may be examined and explored in an academic manner which insures that no particular views are elevated nor denigrated.

It must be recognized however that our system of public education exists within a western, Judaeo-Christian construct. Christian holy days, in particular, Christmas and Easter are state authorized public holidays. School holidays follow a similar pattern with vacation periods overlapping or being closely related to these significant dates. As a consequence there is little if any conflict between dominant religious views and public education. The same is not the case for other religions or days of cultural observance. In this respect, the current situation in public schools can be systemic in its discriminatory conduct; the discrimination is not due to the deliberate action of any particular party but because society's structures and institutions inherently favour one perspective or segment of community over others.

The BC Human Rights tribunal provides that with respect to [Human Rights in Services, Facilities and Accommodations](#)¹, discrimination can occur in the negative form by treating a person the same as others which consequently has a negative effect on them:

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

The BC HRT stipulates specific conditions where discrimination in poor treatment may occur²:

- [Justification defence](#) (bona fide and reasonable justification)
- [Public decency defence](#)
- [Defence regarding life or health insurance contracts](#)
- [Age distinction in legislation](#)

The Human Rights Tribunal of Ontario while not a replacement for the BCHRT, nevertheless serves as a source for guidance and reference materials. The following policy guidance pieces are relevant to this topic:

- [Policy on preventing discrimination based on creed](#)³
- [Policy statement on religious accommodation in schools](#)⁴

It is important to recognize that there are a numerous Indigenous spiritual and cultural practices and observances that do not necessarily conform to a Western conception of religion which are nevertheless significant to individual and cultural identity and requiring of equitable consideration. The University of BC's Senate [Policy J-136: Academic Accommodation for all Student's religious Observances and for Cultural Observances of First Nations, Metis, and Inuit Students](#)⁵ provides some guidance on this matter.

Rationale:

Specific points that I view as relevant to the discussion at hand include this excerpt from the OHRC policy on religious accommodations in schools(highlighting added) :

The duty to accommodate requires that the most appropriate accommodation be determined and provided, again, to the point of undue hardship. Accommodation is considered appropriate if it results in equal opportunity to enjoy the same level of benefits and privileges experienced by others, or if it is proposed or adopted to achieve equal opportunity, and meets the individual's creed-related needs. The most appropriate accommodation is the one that:

¹ Web address: <http://www.bchrt.bc.ca/human-rights-duties/services.htm>

² Web Address: <http://www.bchrt.gov.bc.ca/human-rights-duties/services.htm#pdd>

³ Web Address Printer friendly format: <http://www.ohrc.on.ca/en/book/export/html/16276>

⁴ Web Address: <http://www.ohrc.on.ca/en/policy-statement-religious-accommodation-schools>

⁵ Web Address: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,330,0,0>

- *Respects dignity (including autonomy, comfort and confidentiality);*
- *Responds to a person’s individualized needs; and*
- *Allows for integration and full participation.*

The OHRC’s Creed Policy provides practical examples of how the creed-based protections under the Code operate in everyday life. For example, it looks at how the duty to accommodate applies in situations where a person is adversely affected and prevented from observing a creed belief as a result of an organizational rule, practice, standard or requirement. In such situations, an education provider has a duty to accommodate the observance short of undue hardship.

The duty to accommodate creed beliefs extends to situations where prayer observances conflict with regular daily routines or school hours. Our policy provides the following example:

Example: *A school board advises school administrators to accommodate students and staff who need to observe time-specific prayers, including when these occur during class time. Teachers are advised to keep in mind such prayer observances when scheduling exams, tests, class outings and overnight trips. Sample accommodations include designating private areas or a room for prayer observances; permitting use of a private washroom, or, if not possible, identifying a washroom within the school for washing before prayers; not requiring participation in school activities during obligatory congregational prayer observances; and allowing students and staff enough preparation time to observe Sabbath, especially during days when the sun sets early.*

Religious and creed observances sometimes take communal forms. An education provider may consider offering on-site space to observe congregational forms of worship, as an inclusive design approach, where people require accommodation during normal school hours to fulfill congregational worship needs.

Example: *A high school permits the use of a designated private space to accommodate the weekly Friday congregational prayer observances of its large Muslim student population.*

An inclusive design approach that accommodates the needs of the group is generally preferred to removing barriers after they become apparent, or making “one-off” accommodations. This is because it enables accessibility and inclusivity from the start, proactively meets the needs of many people, and minimizes the need for people to ask for individual accommodations.

The Peel District School Board has a [Religious Accommodation](#) policy⁶ that offers one approach to addressing this matter. It includes a [Parent/Student Religious Accommodation Form](#)⁷ that could serve as a template for inviting members of our school community to make their request

⁶ Web Address: <https://www.peelschools.org/aboutus/equity/Pages/default.aspx#religiousaccommodation>

⁷ Web Address: <https://www.peelschools.org/aboutus/equity/Documents/Parent-Student%20Religious%20Accommodation%20form.pdf>

known. An example of an [interfaith calendar](#)⁸ depicting significant religious events is also available for consideration.

Alignment to the Strategic Plan: This proposal aligns with:

Goal 2

Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success..

Strategy 1:

Critically examine personal and systemic biases, attitudes, beliefs, values and practices to increase student and staff understanding and appreciation of Indigenous worldviews, histories and perspectives.

Strategy 2:

Engage and collaborate with local Nations, Indigenous educators, Indigenous community leaders, Elders and families to enhance Indigenous student learning and well-being and identity.

Goal 3

Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.

Recommendation:

That the Board of Education of Greater Victoria (School District 61) direct the Superintendent to develop a policy addressing religious accommodation in schools in consultation with local religious and First Nations leadership, with specific attention to:

- ***Creation of a multi-faith calendar identifying key religious and spiritual days of observance developed,***
- ***Guidance respecting how practices can be reasonably accommodated,***
- ***Direction on how parents and/or students can request accommodation for their practices and/or days of observance,***
- ***Direction to staff regarding their obligations to recognize requests for religious accommodation in scheduling activities, test and assignments.***

⁸ Web Address: <https://peelschools.org/calendar/schoolyear/Documents/Days%20of%20Significance%202020-21.pdf>



Operations Policy and Planning Committee Meeting

REGULAR MINUTES

November 9, 2020, 7:00 p.m.

Tolmie Boardroom, 556 Boleskine Road

Trustees Present: Elaine Leonard, Rob Paynter, Angie Hentze , Ann Whiteaker, Jordan Watters

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, Kelly Gorman, Recorder, Vicki Hanley, Recorder

Other Staff, Stakeholders & Guests: Chuck Morris, Director of Facilities Services, Kristil Hammer, VCPAC President, Jane Massey, CUPE 947 President, Connor McCoy, GVPVPA President, Andy Canty, Director – Information Technology for Learning, Mark Morrison, Second VP & Health & Safety Officer, GVTA.

1. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00pm.

1.1 Acknowledgement of Traditional Territories

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

1.2 Approval of the Agenda

That the November 9, 2020 Operations Policy & Planning Committee meeting agenda be approved.

Moved by Trustee Whiteaker

That the November 9, 2020 agenda be approved.

Motion Carried Unanimously

1.3 Approval of the Minutes

Moved by Trustee Whiteaker

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

For (5): Trustee Leonard, Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Motion Carried (5 to 0)

1.4 Business arising from Minutes

None

2. PRESENTATIONS TO THE COMMITTEE

3. SUPERINTENDENT'S REPORT

3.1 Recognition of Student Representative

Superintendent Green reported that Bryn Nyvall from Spectrum Community School could not be in attendance.

4. PERSONNEL ITEMS

5. FINANCE AND LEGAL AFFAIRS

5.1 Policy Sub-Committee Report

a. Policy Review Summary and Action Plan

Trustee Watters provided a brief background regarding the role of the Policy Sub-Committee as set out in Bylaw 91303.3 and presented a summary and action plan that guides the work of the committee.

- b. Draft Bylaw 9360, General Meeting of the Board - Continuation:
Items 9-15

Chair Leonard referred to the draft copy of Bylaw 9360 *General Meeting of the Board* and reminded Trustees that items #6-8 were previously discussed at the October 19, 2020 meeting and the committee members would pick up the discussion at item #9. Items 9 through 15 were discussed and by consensus it was agreed that the draft bylaw would be reviewed at the December 7th, 2020 Operations Policy and Planning Committee meeting.

- c. Draft Policy 6161.5, Instruction: School Gardens

Draft Policy was reviewed and amendments were made:

- That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instructions: School Gardens*; as amended AND FURTHER
- Direct the Superintendent to develop an Administrative Procedure.

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 6161.5 *Instruction: School Gardens*; AND FURTHER

Direct the Superintendent to develop an Administrative procedure.

For (5): Trustee Leonard, Trustee Paynter, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Motion Carried (5 to 0)

- d. Draft Bylaw 9140, Ad Hoc Committee of the Board

Bylaw was reviewed and amendments were suggested. The Policy Sub-Committee will revise and bring to next meeting.

- e. Draft Policy 8251, Trustees' Code of Conduct

Trustees' Code of Conduct was reviewed. Trustees to review the document and email Trustee Leonard and Trustee Watters input. The Policy Sub-Committee will revise and bring to next meeting.

- f. Regulation 3323, Purchasing Services

Secretary-Treasurer Morris presented updated Regulation 3323 for information. The regulation:

1. Confirms software purchases route through ITL
2. and updates thresholds for pricing.

5.2 2020-2021 Budget Change Report: November 2020

Secretary Treasurer Morris presented the Budget Change Report for Nov 2020. Questions of clarification were asked.

5.3 Monthly Financial Report - October 2020

Secretary Treasurer Morris provided Trustees the Monthly Financial Report for October 2020. The yearly expenses were compared against those from the year prior. Questions of clarification were asked.

6. FACILITIES PLANNING

6.1 HVAC System: Update

Director of Facilities Services Morris, presented an update on the HVAC Systems in the district.

6.2 BCTEA Transportation Agreement 2020-21

Associate Superintendent Roberts presented on the BCTEA Transportation Agreement 2020-21. Both the Songhees Nation and the Esquimalt Nation have chosen "Option 1: Status Quo Plan Rollover" for the 2020-21 school-year. The agreements now require the signatures of the respective Nations' Chiefs and Directors, and the signature of the Board Chair before the documents are submitted to the Ministry of Education.

6.3 Operations Update: November 2020

Director of Facilities Services Morris, presented the Monthly Operations Update for November 2020 including an overview of recent work, progress on major and minor capital projects, transportation, and ventilation. Trustees thanked Mr.Morris and his team for their ongoing had work.

6.4 Information Technology for Learning Update: Andy Canty

Director - Information Technology for Learning Canty provided Trustees a presentation on Information Technology for Learning Update.
Superintendent Green thanked Andy and his team for work during COVID.
Kudos from the board as well.

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

8. NEW BUSINESS

8.1 Website Report Menu and Sub-Menu - Trustee McNally

Moved by Trustee Whiteaker

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 Joint Education Policy and Directions Committee/Operations Policy and Planning Committee meeting on December 7th, 2020.

Motion Carried Unanimously

8.2 Budget Allocation Process - Trustee Paynter

Secretary Treasurer Morris asked that the concept/approach in the motion be added to the overall District budget process for 2021-2022 to be considered in the bigger context of the total budget.

Trustee Painter presented the following motion and rational, citing the motion is not an immediate action item:

Moved by Trustee Whiteaker

That the motion "That the Board of Education of Greater Victoria (School District 61) direct the Superintendent to develop an annual budget process that targets the supports needed for vulnerable students (specifically students requiring special education assessments, those with special education designations and students living in poverty) to fulfill their potential and pursue their aspirations as the primary objective, followed by

allocation of remaining resources on a per student basis. *FURTHER, that the District:*

- *Make standard the use of early screening tools to identify learning difficulties and behavioural or developmental challenges;*
- *Provide additional staff time to support early intervention programming at the K-5 level;*
- *Actively participate in delivering wrap-around programming and support for students including inclusive childcare, after school programming, and family support programs where appropriate, through engaged cooperation with provincial agencies, municipalities and community associations." be referred to an Operations Policy and Planning Committee meeting no later than April 12, 2021.*

Motion Carried Unanimously

9. NOTICE OF MOTION

10. GENERAL ANNOUNCEMENTS

11. ADJOURNMENT

The meeting adjourned at 9:02pm.

Moved by Trustee Whiteaker

That the meeting adjourn.

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

Chair

Secretary-Treasurer

POLICY 6161.5

Instruction: School Gardens

Drafted: October 2020

Adopted: TBA

Revised:

Frequency of Review: Annual

1.0 RATIONALE

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

2.0 DEFINITIONS

Nil

3.0 POLICY

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

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

5.0 REFERENCES

Nil

DRAFT

REGULATION 3323

PURCHASING SERVICES

Adopted: April 1970

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

Frequency of Review: Annual

A. General

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

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

B. Supplier Relations

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

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

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

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

C. Procurement Methods

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

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

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

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

D. Procurement Thresholds

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

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

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

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

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

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

E. Purchase Requisitions and Purchase Orders

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

FE. Standing Purchase Orders

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

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

GF. Emergency or Rush Orders

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

HG. Corporate Purchasing Cards

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

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

~~H. Purchase Requisitions~~

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

I. Service Levels

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

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

J. Surplus Disposal

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

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

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

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

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

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

K. Freedom of Information and Protection of Privacy Act

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

L. Standardization

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

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

M. Conflict of Interest

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

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

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

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

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

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

TO: Audit Committee

FROM: Kim Morris, Secretary-Treasurer

DATE: November 4, 2020

RE: **September 30, 2020 Quarterly Financial Report**

Background

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

The quarterly report ending September 30, 2020 shows the Annual Operating Budget and Year-to-Date actual revenue and expenditure as a percentage of the operating budget. The Annual Operating Budget does not include budgets related to approved surplus carry-forwards from prior years; these budgets are added into the Amended Operating Budget. As a result, actual expenses may exceed the operating budget because expenses related to prior year surpluses are being incurred, but the budget has not yet been included. The prior year information has been included for comparative purposes.

Revenue

Ministry of Education Operating Grant as a percentage of the related budget is 11.35%, which is the same percentage as the prior year. Operating grant revenue is recognized as it is received.

Other Ministry of Education Grants as a percentage of the related budget is 9.29%. 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 the After School Sport and Arts Initiative (ASSAI) grant. The actual revenue related to this initiative was received in October 2020.

Offshore Tuition Fees are fees received for the International Student Program (ISP). Offshore Tuition Fees as a percentage of the related budget are 107.07% compared to 83.79% in the prior year. This translates into

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tuition fees that have exceeded the current year budget by \$585K. 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 collected 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 34.31% as compared to 31.20% in the prior year. Continuing Education Fees vary each year depending on the number of courses being offered.

Rentals and Leases revenue as a percentage of the related budget is 14.73%. Rentals and Leases revenue has declined \$100K 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 13.75% as compared to 29.84% 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% by mid-March 2020 due to the COVID-19 pandemic. In addition, the principal investment balance at September 30, 2020 is \$4 million lower than the prior year due to changes in the timing of revenue, spending of prior year surpluses and day-to-day cash requirements.

Miscellaneous Revenue includes other grants, fees and general donations. Examples of miscellaneous revenue in the current year include Industry Training Authority (ITA) grants, administrative fees for ISP students, instrument rental revenue, and donations. The amount and timing of this revenue varies each year.

Total Operating Revenue is 14.78% of the related budget and is lower than the 16.47% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 8.72% of the combined related budgets. As the school year starts in September, it is expected that 1/10th (10%) of the salaries would be incurred to date as these positions are paid over 10 months. Current year salaries are lower mainly as a result of delaying the allocation of Inclusive Learning funding that is used to hire Educational Assistants until enrolment at September 30 could be confirmed.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 21.63% of the combined related budgets as compared to 21.88% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 25% of the Operating Budget.

Employee Benefits are at 13.28% of the related budget compared to 14.88% in the prior year. Employee benefits are lower in the current year as they are tied to the lower salaries expenditure.

Total Salaries and Benefits are 12.11% of the related budget as compared to 12.95% in the prior year.

Services are at 34.61% of the related budget as compared to 37.42% in the prior year. Services expenses are 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 .27% as compared to 5.65% in the prior year. Student Transportation expenses are lower in the current year as a result of cancelled short-term summer camps in the International Student Program and travel expenses in the prior year for a student exchange to Japan that was funded from a one-time student exchange and mobility award received from the British Columbia Council for International Education.

Professional Development and Travel is at 24.75% of the related budget as compared to 34.42% in the prior year. Actual expenses in the current year are 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 31.60% of the related budget and are comparable to the prior year at 33.35%. The budget for Rentals and Leases reflects the cost of the operating leases on fleet vehicles for Facilities Services.

Dues and Fees are at 96.15% of the related budget. Actual expenses in the current year are the same as the expenses in the prior year.

Insurance is at 13.58% of the related budget as compared to 26.86% in the prior year. The variance is due to the Optional Property Program Renewal being processed in the first quarter of the prior year and the second quarter of the current year.

Supplies are at 18.30% of the related budget as compared to 17.54% in the prior year. Current year expenditures are lower than the prior year in instructional supplies, but are higher than the prior year in non-instructional supplies, furniture and equipment, particularly as it relates to the District-wide implementation of COVID-19 safety protocols.

Utilities are at 7.91% of the related budget as compared to 8.30% in the prior year. Utility costs in the first quarter of the year tend not to vary significantly due fair weather and low building occupancy during the summer months.

Capital Asset Purchases are expenditures from the operating fund that will be transferred to the capital fund. The current year capital asset purchases include the purchase of furniture, 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 the current year, but the budget will now remain in the Operating Fund.

Total Services and Supplies are 19.57% of the related budget as compared to 21.02% in the prior year.

Total Operating Expenditures are 12.78% of the related budget as compared to 13.70% in the prior year.

Overall, the year-to-date results are 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
SEPTEMBER 30, 2020
ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET

	2020/2021 Annual Operating Budget	Actual September 30, 2020	Percentage of Operating Budget	2019/2020 Annual Operating Budget	Actual September 30, 2019	Percentage of Operating Budget
REVENUE						
Ministry of Education Operating Grant	182,851,875	20,750,036	11.35%	178,824,797	20,298,975	11.35%
Other Ministry of Education Grants	8,738,816	812,149	9.29%	4,736,196	271,784	5.74%
Other Provincial Ministries	50,000	-	0.00%	-	-	0.00%
Offshore Tuition Fees	8,273,723	8,858,955	107.07%	14,970,836	12,544,515	83.79%
Local Education Agreement Tuition	1,030,941	265,779	25.78%	1,106,631	271,459	24.53%
Summer School Fees	28,581	1,720	6.02%	49,512	30,641	61.89%
Continuing Education Fees	31,300	10,740	34.31%	22,500	7,020	31.20%
Rentals and Leases	1,815,064	267,281	14.73%	1,829,940	375,569	20.52%
Investment Income	1,030,000	141,673	13.75%	1,030,000	307,383	29.84%
Miscellaneous Revenue	658,400	168,282	25.56%	202,675	179,089	88.36%
Budgeted Prior Year Operating Surplus Appropriation	7,046,806			5,449,037		
Total Operating Revenue	211,555,506	31,276,615	14.78%	208,222,124	34,286,435	16.47%
EXPENDITURE BY OBJECT						
Teachers Salaries	91,528,262	8,680,791	9.48%	90,827,114	8,876,951	9.77%
Principals and Vice Principals Salaries	14,147,870	3,362,731	23.77%	13,518,126	3,288,490	24.33%
Educational Assistants Salaries	18,886,902	1,094,119	5.79%	18,929,842	1,662,588	8.78%
Support Staff Salaries	18,802,445	3,612,025	19.21%	18,271,847	3,571,418	19.55%
Other Professionals Salaries	4,798,558	1,188,871	24.78%	4,461,121	1,073,031	24.05%
Substitutes Salaries	8,139,995	559,542	6.87%	7,795,996	765,235	9.82%
Employee Benefits	36,182,266	4,806,231	13.28%	35,010,087	5,208,926	14.88%
Total Salaries and Benefits	192,486,298	23,304,310	12.11%	188,814,133	24,446,639	12.95%
Services	4,092,856	1,416,686	34.61%	5,305,297	1,985,217	37.42%
Student Transportation	1,019,460	2,800	0.27%	1,038,960	58,709	5.65%
Professional Development and Travel	674,017	166,786	24.75%	762,477	262,472	34.42%
Rentals and Leases	115,235	36,420	31.60%	115,235	38,426	33.35%
Dues and Fees	96,315	92,611	96.15%	94,980	92,507	97.40%
Insurance	372,000	50,529	13.58%	372,000	99,920	26.86%
Supplies	6,847,371	1,253,095	18.30%	5,803,860	1,018,061	17.54%
Utilities	4,512,684	357,076	7.91%	4,475,912	371,416	8.30%
Capital Asset Purchases	1,339,270	355,787	26.57%	800,000	152,628	19.08%
Local Capital Transfer	-	-	0.00%	639,270	-	0.00%
Total Services and Supplies	19,069,208	3,731,790	19.57%	19,407,991	4,079,356	21.02%
Total Operating Expenditure	211,555,506	27,036,100	12.78%	208,222,124	28,525,995	13.70%

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: November 23, 2020

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

Events and Meetings

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

- District Committees
 - Audit Committee
 - Equity Committee
 - Policy Sub Committee
- Meetings and Events
 - Elders' Lunch
 - Professional Conversations
 - Victoria Police Department Civic Service Awards
- Meetings
 - Board of Education Working Session
 - BCSSA Island Chapter
 - Cloverdale Traditional School
 - Colquitz Middle School
 - Generative Dialogue/Coaching
 - Joint Committee (GVTA)
 - McKenzie Elementary
 - Ministry of Education
 - Jointly Convened Meeting (Ministry of Education, Indigenous Services Canada and the First Nations Education Steering Committee)
 - Pandemic Response Team
 - Professional Relations Committee (GVTA)
 - Principals and Vice-Principals
 - Representative Advisory Council of Students
 - Tri-District Superintendents
 - VPVPA

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Office of the Superintendent

Shelley Green –Superintendent

TO: Board of Education
FROM: Shelley Green, Superintendent of Schools
DATE: November 23, 2020
RE: **Process for School Closure: Craigflower/Shoreline Seismic Mitigation**

Background:

Craigflower Elementary and Shoreline Middle schools both require significant seismic mitigation and through the District's capital planning department, seismic options have been explored for upgrading both schools.

In June 2020, the Board was provided a range of potential options, including the closure of Craigflower Elementary and the relocation of the school to an expanded Shoreline Middle schools site for a K-8 configuration.

The Board of Education was presented with other options such as upgrading both schools, demolition and new construction and provided the business case of all the options. The Board then invoked Policy 3711: Principles, Criteria and Public Consultation for School Closure to allow for public engagement.

The Board then directed the Superintendent to provide a public consultation plan for the Board's approval.

See plan attached.

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**CRAIGFLOWER /SHORELINE SESIMIC MITIGATION PROGRAM
PUBLIC ENGAGEMENT TIMELINE:**

BACKGROUND	
Board of Education invokes Policy 3711: Principles, criteria and public consultation process for school closure	May 25, 2020
PHASE ONE - Stakeholder Meetings	
<p><i>Engaging with Indigenous Partners</i></p> <ul style="list-style-type: none"> • One on one meetings with Songhees and Esquimalt Nations to discuss seismic options and possible closure of Craigflower <p><i>Engaging with school communities</i></p> <ul style="list-style-type: none"> • Zoom meeting with Craigflower and Shoreline staff • Small group meetings with school staff (less than 50 people; following health and safety protocols) 	Started June 2020 – On-going
PHASE TWO – Informing Community	
Board Approval of Process	November 23, 2020
<p><i>Finalize and draft materials</i></p> <p>Draft Internal communications:</p> <ul style="list-style-type: none"> • Email to update school administration on process • Draft email to school Principals and staff ahead of survey launch; provide key messaging for school websites, newsletters • Develop key messaging • Update at Principals meeting <p>Draft External Communications:</p> <ul style="list-style-type: none"> • Website content • Brochure • Letter to all stakeholders: <ul style="list-style-type: none"> - Nations - Staff - Parents/Guardians (PAC) - View Royal • Media release • Survey • Advertisements for Times colonist and community papers • Social media content • Posters 	December 2020

PHASE THREE – Launch Publicly	Between January 13-20
<ul style="list-style-type: none"> • Publish communication materials • Survey (open for two weeks) • Host virtual Q & A 	<p>Between January 13-20</p> <p>Send media release/letter first</p> <p>-Survey embedded</p> <p>-Promote upcoming Virtual Q & A</p>
Virtual Q & A – drop-in, learn more, ask questions, what’s important to you, other ideas	Between January 20- 27
PHASE FOUR – Reporting back	
Collect all data/feedback and consolidate	February 2021
Summarize “what we heard” to March OPPS Meeting	March 8, 2021
Board makes final decision at March Board Meeting	March 29, 2021



Craigflower School Closure Process

Board Approved:

DRAFT

Date	Venue	Time	Event							Intended Outcome/Purpose	
				All	Board	Nations	Staff	Stakeholders	PVP		Public
25-May-20	Open Board Meeting	7:30 PM	Board Invokes Policy 3711: Principles, Criteria and Public Consultation Process for School Closure		√						
June 2020	Various		Associate Superintendent Engagement with Nations and School Staffs on Process Development			√	√		√		
23-Nov-20	Open Board Meeting	7:30 PM	Board Approval of School Closure Process		√						
December 2020			Staff draft Public Consultation Materials				√				
January 13 to	Various Virtual	TBD	Advertise (website, media release, local papers, social media). Letter to stakeholders. Survey.	√					√		
January 20, 2021			Virtual Question & Answer by January 27, 2021	√					√		Introduce upcoming consultations and Solicit Help in promoting
February 2021			Staff Collect and Collate Feedback for Board Consideration				√			Broad Budget Category Overview; Review Ministry & Board Strategic Plan	
8-Mar-21	Operations Policy & Planning Committee	7:00 PM	Report to Operations Policy & Planning Committee	√						Review of Ops Committee Budget Item	
29-Mar-21	Open Board Meeting	7:30 PM	Final Decision Debate at Regular Open Board Meeting		√						

Board Approved:

DRAFT

Office of the Superintendent

Shelley Green - Superintendent

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: November 23, 2020

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

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TO: Board of Education

FROM: Kim Morris

RE: Monthly Report

DATE: November 23, 2020

The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer's office since October's report.

- School Visit: Spectrum Secondary School
- School Visit: McKenzie Elementary School
- School Visit: Margaret Jenkins Elementary School
- School Visit: Tillicum Elementary School
- School Visit: SJ Burnside Learning Centre
- School Visit: Northridge Elementary School
- Ministry Funding Equity Committee Meeting representing BCASBO
- School Visit: Colquitz Middle School
- School Visit: Victoria High School
- Superintendent's Student Representative Monthly Meeting
- Facilities and Minor Capital Staff Weekly Meetings with Superintendent (3)
- Department Budget Meetings:
 - Information Technology for Learning
 - Indigenous Education (2)
 - Careers Pathways and Planning
 - Facilities, Network & Security and OH&S
 - Minor Capital
 - Human Resources
- Policy Sub-Committee Meetings (2)
- Audit Committee Meeting
- Administrators Meeting
- School Visit: Lansdowne Middle School
- Business Re-engineering: Staff Requisition Web Implementation Planning Meeting
- Vic High Video Surveillance Public Consultation Meeting
- Vic West Childcare Meeting
- CUPE 947 Stage 3 Grievance Meeting
- Board Working Session
- Lakehill Soccer Association Field Meeting
- School Visit: View Royal Elementary School
- School Visit: Quadra Elementary School
- School Visit: Rockheights Middle School
- School Visit: Cedar Hill Middle School

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- School Visit: Mount Douglas Secondary School
- School Visit: Shoreline Middle School
- Secondary Student ThoughtExchange Presentation Prep Meetings with Students (2)
- District Allocation Working Group Member Selection Meeting
- Staff Meetings re: Data (3)
- School Visit: Esquimalt High School
- Deputy Minister Meetings (3)
- Facilities Director Bi-Weekly Meetings (2)
- Human Resources Bi-Weekly Meetings (2)
- Shops Report Team Meeting (2 meetings) (5 members)
- Various MOE Submission approvals: CEF, Federal Funding Spending Actuals
- Pandemic Response Team Meetings (2)
- Victoria High School Seismic Project Bi-Weekly Meeting (2)
- Board and Committee meetings (3)
- Agenda Setting Meetings (3)

Information:

- BCPSEA \$435,000 BCTF/GVTA Mentorship Collective Agreement funding
- MOE \$30,000 COA for Mt Doug Building Envelope Design
-

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SECTION 72 REPORT

Present:

Trustees Jordan Watters, Chair, Ann Whiteaker, Vice-Chair, Nicole Duncan, Tom Ferris, Angie Hentze, Elaine Leonard, and Ryan Painter

Trustee Regrets: Trustee Rob Paynter

Sanctioned:

Trustee Diane McNally

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, Lisa McPhail, Communications and Community Engagement Manager, and Vicki Hanley, Recorder

The Board of Education discussed the following matters:

- Governance
- Property
- Legal
- Personnel