



**The Board of Education of School District No. 61 (Greater Victoria)  
Education Policy and Directions Committee Meeting  
AGENDA**

Broadcasted via YouTube <https://bit.ly/3czx8bA>

**Monday, October 3, 2022, 7:00 p.m.**

**Chairperson: Trustee Ferris**

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**A. COMMENCEMENT OF MEETING**

**A.1. Acknowledgement of Traditional Territories**

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

**A.2. Approval of the Agenda**

Recommended Motion:  
That the October 3, 2022 agenda be approved.

**A.3. Approval of the Minutes**

Recommended Motion:  
That the September 12, 2022 Education Policy and Directions Committee meeting minutes, be approved.

**A.4. Business Arising from Minutes**

**B. PRESENTATIONS TO THE COMMITTEE**

**C. NEW BUSINESS**

**C.1. Introduction of Student Representative**

**C.2. School Goals – Connections to Framework for Enhancing Student Learning -  
District Principal Powell, Principal Naughton**

**C.3. Policy Role of Chair and Vice-Chair**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy XXXX *Role of Chair and Vice-Chair* as presented.

**C.4. Policy 8110 Role of Board**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 8110 *Role of the Board* as presented.

**D. NOTICE OF MOTION**

**E. GENERAL ANNOUNCEMENTS**

**F. ADJOURNMENT**

Recommended Motion:

That the meeting adjourn.

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



**The Board of Education of School District No. 61 (Greater Victoria)**  
**Education Policy and Directions Committee Meeting**  
**REGULAR MINUTES**  
**Monday, September 12, 2022, 7:00 p.m.**

Trustees Present: Tom Ferris (Chair), Elaine Leonard, Angie Hentze, Ann Whiteaker, Jordan Watters, Ryan Painter, Nicole Duncan

Trustees Suspended: Diane McNally, Rob Paynter

Administration: Deb Whitten, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Dr. Shelly Niemi, Director of Indigenous Education, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

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**A. COMMENCEMENT OF MEETING**

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

**A.1. Acknowledgement of Traditional Territories**

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

**A.2. Approval of the Agenda**

**Moved By** Trustee Leonard

That the September 12, 2022 agenda be approved.

**Motion Carried Unanimously**

### **A.3. Approval of the Minutes**

**Moved By** Trustee Whiteaker

That the June 6, 2022 Education Policy and Directions Committee meeting minutes, be approved.

Trustee Whiteaker requested the following amendment under B.2:

B.2. Remove, including three mental health lenses to support mental health in the District, it is a duplicate sentence.

**Motion Carried Unanimously**

### **A.4. Business Arising from Minutes**

None

## **B. PRESENTATIONS TO THE COMMITTEE**

None

## **C. NEW BUSINESS**

### **C.1. Parent Education Fund 2021-2022 Update**

Superintendent Whitten presented the Parent Education Fund Update for 2021-2022.

Trustee Whiteaker requested Superintendent Whitten provide an update to the Board on the top themes that the funds were utilized to support.

### **C.2. Anaphylaxis Aggregate Report 2021-2022**

Superintendent Whitten provided the aggregate report.

Trustee Duncan requested an update on seizure medication changes and impacts. Superintendent Whitten will provide an update at the September 20, 2022 Operations Policy and Planning Committee Meeting.

### **C.3. Framework for Enhanced Student Learning (FESL)**

District Principal Renyard introduced the draft Framework for Enhancing Student Learning (FESL) report for 2022-2023. The purpose of FESL is to report and monitor continuous improvement and report to the Ministry of Education annually. The report

was created in alignment with the district's strategic plan. Goals were presented by the district team.

Trustees provided thanks and questions of clarification were asked.

#### **C.4. Draft Policy 2100.1 Superintendent Evaluation**

Secretary-Treasurer Morris presented draft Policy 2100.1 Superintendent Evaluation.

**Moved By** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) move Draft Policy 2100.1 *Superintendent Evaluation* adopted in September 2020, out of draft and formally adopt as presented, to establish the process for evaluating the Superintendent.

Trustees discussed the motion.

**Amendment** to Draft Policy 2100.1

**Moved By** Trustee Whiteaker

That the draft Policy 2100.1 be amended as follows:

Process:

1. The ~~Chair~~ **Board** will appoint two trustees who will, together with the Superintendent, seek consensus relative to the evaluation process , including but not limited to, recommending an external consultant, selecting a leadership survey tool and identifying the possible recipients of the survey tool and staff who may be interviewed.

Trustees discussed the amendment.

For: Hentze, Watters, Whiteaker

Against: Leonard, Ferris, Painter

Abstain: Duncan

**Motion Defeated (3 to 3)**

**Moved By** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) rescind of the second part of the original motion from Sept 21, 2020.

*That the Board of Education of School District No.61 (Greater Victoria) adopt the draft Superintendent Evaluation Policy Option 2 as presented;*

AND FURTHER

*That the policy remain in draft until the first evaluation is concluded;*

AND FURTHER

~~*That the Board review the draft Superintendent Evaluation policy immediately after completing the Superintendent Evaluation process.*~~

For: Whiteaker, Watters, Hentze, Leonard, Painter, Ferris

Against: Duncan

**Motion Carried (6 to 1)**

That the Board of Education of School District No. 61 (Greater Victoria) move Draft Policy 2100.1 *Superintendent Evaluation* adopted in September 2020, out of draft and formally adopt as presented, to establish the process for evaluating the Superintendent.

For: Watters, Hentze, Leonard, Painter, Ferris

Against: Duncan

Abstain: Whiteaker

**Motion Carried (5 to 1)**

**D. NOTICE OF MOTION**

None

**E. GENERAL ANNOUNCEMENTS**

None

**F. ADJOURNMENT**

**Moved By** Trustee Duncan

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:18 p.m.

# Office of the Deputy Superintendent

*Harold W. Caldwell – Deputy Superintendent*

September 28, 2022

**Memo: School Goals – Connections to the Framework for Enhancing Student Learning (FESL)**

Please find below the schedule for the Education Policy and Directions Committee presentations by the District Team for the 2022-2023 school year.

District Principal Sean Powell and Victor School Principal Nadine Naughton will provide an overview for School Goals and the connection to the FESL at the October 3<sup>rd</sup> Ed Policy and Directions meeting.

<b>Framework for Enhancing Student Learning 2022-2023</b>			
<b>Education Policy and Directions Committee Meetings</b>			
<b>SEPTEMBER</b>	<b>12</b>	DISTRICT PRINCIPAL TAMMY RENYARD	Overview (of year) FESL (new FESL and feedback)
<b>OCTOBER</b>	<b>03</b>	DISTRICT PRINCIPAL SEAN POWELL PRINCIPAL NADINE NAUGHTON	School Goals - Connections to FESL
<b>NOVEMBER</b>	<b>14</b>	DIRECTOR OF INDIGENOUS EDUCATION DR. SHELLY NIEMI DISTRICT PRINCIPAL TAMMY RENYARD	Educated Citizen - Three areas of FESL Ministry Changes
<b>DECEMBER</b>	<b>05</b>	ACTING DISTRICT PRINCIPAL CHARMAINE SHORTT	Early Learning & Childcare
<b>JANUARY</b>	<b>09</b>	DISTRICT PRINCIPAL TAMMY RENYARD ACTING DISTRICT PRINCIPAL CHARMAINE SHORTT DISTRICT PRINCIPAL DAVID HOVIS	Literacy Framework and K-12 Plan
<b>FEBRUARY</b>	<b>06</b>	DISTRICT VICE-PRINCIPAL LINDSAY JOHNSON	Careers/Transitions
<b>MARCH</b>	<b>06</b>	DISTRICT PRINCIPAL SEAN MCCARTNEY DIRECTOR OF FACILITIES MARNI VISTISEN- HARWOOD	Inclusion for Learning Strategy
<b>APRIL</b>	<b>03</b>	DISTRICT PRINCIPAL SEAN MCCARTNEY DISTRICT PRINCIPAL DAVID HOVIS	District Goal - Priority Students
<b>MAY</b>	<b>01</b>	DIRECTOR OF INDIGENOUS EDUCATION SHELLY NIEMI SCHOOL BASED PRINCIPALS	Indigenous Education: Four Agreements School Goals
<b>JUNE</b>	<b>05</b>	DISTRICT PRINCIPAL TAMMY RENYARD	Review of Data/FESL (Draft FESL 2023-24)

Sincerely,

**Harold W. Caldwell**

Deputy Superintendent

Greater Victoria School District No. 61

Office: 250-475-4220

 [www.sd61.bc.ca](http://www.sd61.bc.ca) |   @sd61schools

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# Striving For School Goals



# NADINE NAUGHTON- PRINCIPAL VICTOR SCHOOL

# SEAN POWELL- DISTRICT PRINCIPAL



# Framework for Enhancing Student Learning 2022-2023

## Education Policy and Directions Committee Meetings

SEPTEMBER	12	DISTRICT PRINCIPAL TAMMY RENYARD	Overview (of year) FESL (new FESL and feedback)
OCTOBER	03	DISTRICT PRINCIPAL SEAN POWELL PRINCIPAL NADINE NAUGHTON	School Goals - Connections to FESL
NOVEMBER	14	DIRECTOR OF INDIGENOUS EDUCATION DR. SHELLY NIEMI DISTRICT PRINCIPAL TAMMY RENYARD	Educated Citizen - Three areas of FESL Ministry Changes
DECEMBER	05	ACTING DISTRICT PRINCIPAL CHARMAINE SHORTT	Early Learning & Childcare
JANUARY	09	DISTRICT PRINCIPAL TAMMY RENYARD ACTING DISTRICT PRINCIPAL CHARMAINE SHORTT DISTRICT PRINCIPAL DAVID HOVIS	Literacy Framework and K-12 Plan
FEBRUARY	06	DISTRICT VICE-PRINCIPAL LINDSAY JOHNSON	Careers/Transitions
MARCH	06	DISTRICT PRINCIPAL SEAN MCCARTNEY DIRECTOR OF FACILITIES MARNI VISTISEN-HARWOOD	Inclusion for Learning Strategy
APRIL	03	DISTRICT PRINCIPAL SEAN MCCARTNEY DISTRICT PRINCIPAL DAVID HOVIS	District Goal - Priority Students
MAY	01	DIRECTOR OF INDIGENOUS EDUCATION SHELLY NIEMI SCHOOL BASED PRINCIPALS	Indigenous Education: Four Agreements School Goals
JUNE	05	DISTRICT PRINCIPAL TAMMY RENYARD	Review of Data/FESL (Draft FESL 2023-24)



Engage in dialogue  
to provide clarity  
about the process  
and purpose of  
developing School  
Goals to support  
student learning.

In the Spring we clarified the focus of our work as a District Team to share with all stakeholders.

## District Team Goal



Think of  
a Time...





# The History of the White Binder...



Know better  
do better...

✕  
“Do the  
best you  
can until  
you know  
better.

Then when  
you know  
better, do  
better.”

- Maya Angelou



What do you **know** or **wonder**  
about the process and purpose of  
developing  
School Goals in the  
Greater Victoria School District?

# Structure of this work

- **What:** Side by Side Collaborative conversations using research -based professional dialogue structures – three or more times a year with PVP teams focused on school context and student learning foci
- **Who:** Senior Leadership team and District Principals assigned to a group of schools
- **Why:** Sharing Successes and Challenges within schools and across our district as we work to improve student engagement and learning



# Essential Concepts



**Build Trust**



**Address Challenges**



**Practice and Foster  
Insatiable Curiosity**



**Relearn  
Collaboration**



**Engage in Ongoing  
Feedback and  
Celebrate Success**



**Prioritize: Time,  
Money, Resources**

# Co- Constructing Our Commitments

- Essential Leadership Concepts underlie our work
- Keep the Focus on Student Learning
- Presume Competence
- Spirit of Servant Leadership and Reciprocity

Connections,  
Questions,  
New Ideas



Thank you



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## **POLICY XXXX**

### **Role of Chair and Vice-Chair**

Drafted: May 3, 2022/September 9, 2022/September 22, 2022

Adopted:

Revised:

Reviewed:

Frequency of Review: Annual

#### **1. RATIONALE**

The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chairperson is the Board's spokesperson and represents the Board in the community. More specifically, the Chairperson shall:

#### **2. POLICY**

##### **2.1.Meetings**

- i. Preside over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive.
- ii. Ensure that Board meetings are conducted in accordance with the *School Act* and remain focused on Board governance matters.
- iii. Ensure that Roberts Rules of Order are followed.
- iv. Ensure the Board adheres to its Governance Policies and Meeting Procedures.
- v. Act as an ex-officio member of all committees appointed by the Board.

##### **2.2.The Agenda**

- i. Prior to each Board meeting confer with the Vice-Chair, Secretary-Treasurer and Superintendent to develop the Board Agenda in a manner that is consistent with the Board's Annual Work Plan.
- ii. Encourage all Trustees present to vote on all Agenda items.

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- iii. Ensure that each Trustee has a full and fair opportunity to ask questions and to be heard.

### 2.3. Chairperson-Superintendent

- i. Keep the Superintendent and the Board informed on all matters that might affect the District.
- ii. Convey directly to the Superintendent any concerns which may affect the administration of the District.
- iii. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
- iv. Facilitate, or arrange for the facilitation of, the Superintendent evaluation in accordance with Policy 2100.1 Superintendent Evaluation and take responsibility for compiling and reporting the Superintendent evaluation.

### 2.4. Corporate Responsibilities

- i. Bring all matters requiring a ~~corporate~~ decision to the Board.
- ii. Act as a Signing Officer for the District.
- iii. Serve as an officer of the Board authorized to witness the use of the Board's Corporate Seal.
- iv. Act as official spokesperson for the Board by stating positions consistent with Board direction and policies.
- v. Appoint members of all Board Committees.

### 2.5 Board Integrity

- i. Monitor the Board's conduct to ensure it is consistent with Board Governance Policies and any other lawful obligations imposed on the Board.
- ii. Lead Board Meeting debriefings and periodic Board Self-Evaluations to ensure continuous improvement of Board governance practices.

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## 2.6 Duties of the Vice-Chair

- i. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- ii. In the absence of the Chair and Vice-Chair, the Board shall designate another trustee to perform the duties of the Chair.

## 2.7 Leadership – Board Chair and Vice Chair

- i. Treat all Trustees ~~equally~~ equitably and ensure that each Trustee has equal access to information.
- ii. Practice leadership in a manner that is viewed ethically and has the support of those with whom they work most directly.

## 3. REFERENCES

### 3.1 Policy 2100.1 Superintendent Evaluation



# POLICY 8110

## ROLE OF THE BOARD

Drafted: December 2020/May 2022/**September 2022**

Adopted: TBA

Revised:

Frequency of Review: TBA

### 1.0 RATIONALE

The Board is charged with the responsibility of providing a public education system that is organized and operated in the best interests of the students and community it serves for the purpose of preparing citizens for participation in a democratic society. It exercises this responsibility through setting and assessing clear strategic directions and policy, and the allocation of resources in alignment with the strategic plan and district goals.

### 2.0 DEFINITIONS

Nil

### 3.0 POLICY

#### 3.1 Accountability to the Provincial Government

The Board shall:

- i. Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies.
- ii. Perform Board functions required by governing legislation and existing Board policy.

#### 3.2 Develop and Maintain a Culture of Student Learning

The Board shall:

- i. Ensure board agendas reflect the Board's commitment to improving student success
- ii. Ensure the GVSD strategic plan references student learning key results.
- iii. Ensure the Framework for Enhancing Student Learning and the Indigenous Education Enhancement Agreements, Terms of Reference and Memorandum of Understanding are reviewed at least annually including identification of trends and areas of focus.



- iv. ~~Ensure~~Provide resources for approved initiatives to improve student outcomes are included in the annual budget.

### 3.3 Accountability to and Engagement of Community

The Board shall:

- i. Make decisions that address the needs of the student population in the District.
- ii. Establish processes and provide opportunities for community engagement.
- iii. Report District outcomes including student outcomes to the community at least once annually.
- iv. Develop procedures for and hear appeals as required by statute and/or Board policy
- v. Model a culture of respect and integrity.

### 3.4 Strategic Planning

The Board shall:

- i. Provide overall direction for the District by establishing foundational statements.
- ii. Annually set District priorities and key results to be included in the District's Strategic Plan.
- iii. Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results.
- iv. Approve the District's Strategic Plan and any adjustments thereto

### 3.5 Policy

The Board shall:

- i. Identify how the Board is to function
- ii. Delegate the authority to the Superintendent and define commensurate accountabilities as they relate to the School Act.
- iii. Propose new policies, identify the purpose and the criteria for any new policies in accordance with Bylaw 9210 The Development of Policy.
- iv. Make the final decision as to the approval of all policy statements.

- v. Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
- vi. Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

### 3.6 Board/Superintendent Relations

The Board shall:

- i. Select the Superintendent
- ii. Provide the Superintendent with clear Board direction
- iii. Delegate in writing administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations
- iv. Evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism, Policy 2100.1 Superintendent Evaluation.
- v. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position
- vi. Ensure all Board members interact with the Superintendent in a respectful and professional manner

### 3.7 Political Advocacy/Influence

The Board shall:

- i. Engage with Ministry of Education, BCSTA and BCPSEA and other provincial partners.
- ii. Advance District positions and priorities including through BCSTA where applicable
- iii. Act as an advocate for public education and the District

### 3.8 Board Development

The Board shall:

- i. Annually develop a Board development plan aligned with District priorities and Board evaluation outcomes

- ii. Formally evaluate the Board's effectiveness in the second year in a four-year term in accordance with a pre-established performance appraisal mechanism Policy#\_\_\_\_\_

### 3.9 Fiscal Accountability

The Board shall:

- i. Approve budget process and timelines at the outset of the budget process
- ii. In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget
- iii. Approve the annual budget and allocation of resources to achieve desired results
- iv. Annually approve the District's updated Five-Year Capital Plan
- v. Annually appoint or reappoint the auditor and approve the terms of engagement
- vi. Review annually the audit report and management letter and approve those recommendations to be implemented
- vii. Make decisions regarding ratification of any memoranda of agreement in local bargaining matters
- viii. Approve the acquisition and disposition of District land and buildings
- ix. Monitor the fiscal management of the District through receipt of quarterly variances analyses and year-end projections
- x. Approve borrowing for capital expenditures within provincial restrictions
- xi. Approve transfer of funds to/from restricted and non-restricted surplus funds
- xii. Approve the audited Annual Financial Statements, including appropriation of surplus as set out in Policy 3170 *Operating Surplus*.

### 3.10 Additional Responsibilities

The Board shall:

- i. Approve annual District calendar in accordance with legislation and collective agreements
- ~~ii.~~ Approve Board Authorized Courses
- ~~ii.~~
- iii. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities and land in accordance with Policy #1421 *Naming School Sites*

- iv. Recognize students, staff and community members for significant accomplishments
- v. Approve contracts and agreements as required by legislation
- vi. Review the student enrolment and staffing report
- vii. Approve changes to student fee schedules
- viii. Hear unresolved complaints of discrimination or harassment that cannot be heard by the Superintendent
- ix. Approve the implementation and cessation of District programs
- x. Approve catchment areas for schools and District programs
- xi. Approve changes in grade configurations
- xii. Approve the closure of a school or reopening of a closed school
- ~~xii-xiii.~~ Other requirements of legislation, Board bylaws, policies and regulations

#### 4.0 RESPONSIBILITIES

- 4.1 The Board of Education is responsible to ensure compliance with the *School Act* and **Bylaws, Policies and Regulations** of the Board.

#### 5.0 REFERENCES

- 5.1 The *School Act*
- 5.2 **Bylaw 9210 The Development of Policy**