



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

Regular Board Meeting

AGENDA

Broadcasted via YouTube

<https://bit.ly/3czx8bA>

Monday, December 12, 2022, 7:30 p.m.

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 December 12, 2022 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the November 28, 2022 Regular Board minutes be approved.

A.4. Business Arising from the Minutes

A.5. Student Achievement

A.6. District Presentations

A.7. Community Presentations (5 minutes per presentation)

B. CORRESPONDENCE

B.1. December 5, 2022, VCPAC to SD61, Education Assistants

B.2. December 5, 2022, BCEdAccess to SD61, School Police Liaison Officer Committee

C. TRUSTEE REPORTS

C.1. Chair's Report

- a. Chair's Report
- b. January Board Work Plan

C.2. Trustees' Reports (2 minutes per verbal presentation)

D. BOARD COMMITTEE REPORTS

D.1. Combined Education Policy and Directions Committee and Operations Policy and Planning Committee

- a. Draft combined minutes from the December 5, 2022 meeting – information only
- b. Recommended motions from the December 5, 2022 meeting:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to review the current policies regarding legal services and make recommendations as needed to the Board.

D.2. Budget Advisory Committee

- a. Budget Advisory Committee DRAFT December 8, 2022 Minutes

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

- a. Monthly Report

Recommended Motion:

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

- b. Trustee Questions

E.2. Secretary-Treasurer's Report

- a. Monthly Report

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 of Education Meeting – October 24, 2022

G.2. Record of Special In-Camera Board of Education Meeting – November 3, 2022

G.3. Record of Special In-Camera Board of Education Meeting – November 14, 2022

G.4. Record of In-Camera Board of Education Meeting – November 28, 2022

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

- a. Trustee Kwan – Custodial

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to identify the cost to increase custodial levels to the previous year, 2021-22, and provide recommendations to the Board on using funds coming out of revised budget allocations toward custodial deficits.

- b. Trustee Duncan – Gender Language in all Bylaws of the Board

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to update the gender language in all Bylaws of the Board.

Read a first time this 12th day of December 2022.
Read a second time this 12th day of December 2022.
Read a third time this 12th of December 2022, and finally passed and adopted this 12th day of December 2022.

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)

REGULAR MINUTES

Via Zoom

Monday, November 28, 2022, 7:30 p.m.

Trustees Present: Nicole Duncan, Board Chair, Karen Kwan, Vice-Chair, Angela Carmichael, Natalie Baillaut, Derek Gagnon, Emily Mahbobi, Rob Paynter

Trustee Regrets: Mavis David, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Lindsay Johnson, Pathways and Partnership, Lisa McPhail, Manager of Communications, Andy Canty, Director of Information Technology

Partners: Ilda Turcotte, GVTA, Paula Marchese, VCPAC, Sarah Winkler, VPVPA

A. COMMENCEMENT OF MEETING

The meeting began at 7:32 p.m.

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee Kwan
Seconded by Trustee Mahbobi

That the November 28, 2022 agenda be approved.

Amendment

Moved by Trustee Duncan
Seconded by Trustee Kwan

That the November 28, 2022 agenda be approved, with the following additions:

H.1.b. Trustee McNally - Cedar Hill Middle School moved to D.2.b. Trustee McNally - Cedar Hill Middle School and renumber the agenda accordingly.

A.7.b. Vic High – Carrie Peter

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Paynter
Seconded by Trustee Kwan

That the October 24, 2022 Regular Board minutes be approved.

Motion Carried Unanimously

Moved by Trustee Kwan
Seconded by Trustee Gagnon

That the November 9, 2022 Inaugural Board minutes be approved.

Motion Carried Unanimously

A.4. Business Arising from the Minutes

None

A.5. Student Achievement

None

A.6. District Presentations

None

A.7. Community Presentations

- a. Paula Marchese attended the Board meeting to speak to Trustees as the Chair of Advocacy for Music in Schools about current fundraising for instruments.

- b. Carrie Peter attended the Board meeting to speak to Trustees about Vic High.

B. CORRESPONDENCE

B.1. November 14, 2022, Colin Savage to SD61 Trustees, Cedar Hill Middle School

B.2. November 17, 2022, GVTA to SD61 Trustees, Music Survey

C. TRUSTEE REPORTS

C.1. Chair's Report

- a. Chair's Report was provided by Chair Duncan.
- b. December Board Work Plan

C.2. Trustees' Reports

None

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

- a. Draft minutes from the November 14, 2022 meeting – information only

D.2. Operations Policy and Planning Committee

- a. Draft minutes from the November 21, 2022 meeting - Information only
- b. Trustee McNally - Cedar Hill Middle School

Trustees discussed the motion and had questions of clarification.

Moved by Trustee Kwan

Moved by Trustee Carmichael

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to

- a) postpone the motion for approval of the architect's plan for the Cedar Hill new build,
- b) halt any further work of any kind on this project until the Board votes to resume further work, and

c) provide the Board with detailed plans, timeline and costing for a seismic retrofit of the existing building.

Motion Defeated Unanimously

c. Approved Motions

Moved by Trustee Kwan

Moved by Trustee Mahbobi

Trustees discussed the motion.

That the Board of Education of School District No. 61 (Greater Victoria) approve the Cedar Hill Middle School Design as presented.

Motion Carried Unanimously

Moved by Trustee Gagnon

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to respond to the letters received by the Board from VCPAC dated October 12, 2022 and GVTA dated October 17, 2022.

Motion Carried Unanimously

D.3. Audit Committee

a. Audit Committee Report – October 31, 2022 Meeting

Moved by Trustee Kwan

Moved by Trustee Carmichael

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2022 Quarterly Financial Report as presented to the Audit Committee.

Motion Carried Unanimously

D.4. Budget Advisory Committee

a. Budget Advisory Committee DRAFT November 10, 2022 Minutes

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

- a. Student Recognition, Alana Liu was unable to attend the meeting.
- b. Monthly Report

Superintendent Whitten provided the report for information.

Moved by Trustee Baillaut

Moved by Trustee Carmichael

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

Motion Carried Unanimously

- c. Trustee Questions

Trustees had questions of clarification.

E.2. Secretary-Treasurer's Report

- a. Monthly Report

Acting Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Paynter

Moved by Trustee Mahbobi

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

Motion Carried Unanimously

F. QUESTION PERIOD

None

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

Chair Duncan requested that the reports be amended and be placed in the December 12, 2022 Board of Education meeting pickup.

G.1. Record of In-Camera Board of Education Meeting – October 24, 2022

G.2. Record of Special In-Camera Board of Education Meeting – November 3, 2022

G.3. Record of Special In-Camera Board of Education Meeting – November 14, 2022

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

- a. Trustee Kwan – Custodial

Moved by Trustee Kwan

Moved by Trustee Carmichael

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to identify the cost to increase custodial levels to the previous year, 2021-22, and provide recommendations to the Board on using funds coming out of revised budget allocations toward custodial deficits.

Amendment

Moved by Trustee Kwan

Moved by Trustee Carmichael

That the motion “That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to identify the cost to increase custodial levels to the previous year, 2021-22, and provide recommendations to the Board on using funds coming out of revised budget allocations toward custodial deficits.” be referred to the December 12, 2022 Board of Education meeting.

Motion Carried Unanimously

H.2. Notice of Motions

I. ADJOURNMENT

The meeting adjourned at 9:35 p.m.

Moved by Trustee Kwan

Seconded by Trustee Gagnon

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer

DRAFT



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

December 5, 2022

To the Board of Trustees of the Greater Victoria School District 61:

All children have the right to equitable access to education, through international conventions, and national and provincial human rights laws, and the BC School Act. This is realized for children and youth with disabilities at the school level largely through the support of Education Assistants. In addition to support with working on academics, EA's may provide support with communication, behaviour, medical needs, or personal care. They also support students to be fully included members of their classroom and school community.

BCEdAccess is now in its 5th year of tracking exclusions of disabled students. Across the province, 4,760 incidents of exclusion were reported to BCEdAccess. You can find the link to the full report here:

<https://bcedaccess.com/exclusion-tracker/>

12% of those reports were from this school district. In this district like in many others, we have received reports of students left out of school entirely from days to months at a time, kept from learning and social opportunities while at school, and students restrained and secluded. Our demographic data shows that students with multiple systemically oppressed identities are excluded in higher percentages than their representation in BC's population.

VCPAC has been hearing from members for years about the lack of adequate support available, and this year as president I have been hearing about unfilled positions and safety concerns all over the district, from families, staff and members of the community. We are facing a crisis and it needs to be thoughtfully addressed.

I want you to imagine yourself as a new graduate from the district bridging program, just as one example. You show up at the school at the bell as scheduled, with no time to read IEPs or plans because you are minute to minute going into classrooms where teachers don't know your skill level or may not know how to utilize an EA effectively, you're supporting not one but multiple students, and you don't know if you're doing the job right because no one coaches you. Tomorrow you'll get called to do it all again another day at another school.



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Now imagine you're a student, in grade 11 let's say. You need support to organize your work, break assignments down into smaller pieces, transition from one space to another, and regulate in different spaces that have different numbers of students, noise, light, smells. But you don't really even know whether you have an EA. There's a lady who sometimes helps you a bit in social studies, mostly by doing your assignment for you but at least it gets handed in. But you have no one to help you in math, or to transition, and you get frustrated most days, and some days you just don't bother going to school. You are more and more disconnected from the school community.

I could talk about what it's like for a teacher too. Or for a principal, who often has to act as an EA because of shortages.

As I thought about what to say I thought about

- Violent incident reports
- Low arousal technique
- Prevention
- Teacher and principal training
- Policy and regulation updates

I considered data.

District Foundation Skills Assessment data in the Framework for Enhanced Student Learning 2022 report shows disabled students in grade 7 are below 60% in literacy, and just above 40% in numeracy. We also know that significant numbers of disabled students are excluded from even participating in this assessment.

Importantly only just above 60% of disabled students report feeling welcome at school in this district.

Charmaine Shortt talked in her presentation at the Education Policy and Directions meeting on December 5th about moving upstream when data shows the challenges, and this is an important point that needs focus throughout the school years.

And I took direction from the EAs I have spoken with, in this school district and around the province.



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Based on this feedback, VCPAC suggests the following actions by the school district:

1. Support the ask to the province for EA Standards of Practice - see this link:
<https://eaststandardsbc.ca/>
2. Create a District EA supervisor - to support, provide mentorship, design pro-d and coach principals and classroom and learning support teachers to better utilize EAs
3. Provide prep time and more 30 hour or even 35 hour a week positions
4. We need to discuss the issue of inclusion in the District, as connected to the strategic plan, with consideration for information collected through the comprehensive VCPAC inclusive learning survey. This discussion needs to be ongoing, and targeted to disabled students, with district data that can be compared year over year to see the impacts of actions taken.

There are always great things happening in districts. VCPAC is often bringing concerns but we very much recognize the amazing work done by staff and school and district teams and the successes many disabled students do experience. Equity is when these successes are available to all.

Please include this letter in the agenda packup for the December 12th school board meeting.

Sincerely,

Tracy Humphreys
President, VCPAC



December 5, 2022

To the Board of Directors of the Greater Victoria School District 61::

The BCEdAccess Society is an organization of families of children and youth with disabilities and complex learners from all over the province of British Columbia. We champion and support these children and youth to reach their full potential in BC education, and in all aspects of their lives. Our goals are achieved through supporting families, sharing information, and working collaboratively with other not for profit organizations and charities to assist them in their work towards inclusion in education. It is with this in mind that we are writing ahead of the next district meeting of the School Police Liaison Officer Committee.

It is the position of BCEdAccess that if schools are to be inclusive to Black and Indigenous students, then SLPO programs must be terminated. Furthermore, the Greater Victoria School District must centre Black and Indigenous community members in their decision-making.

As parents, we want schools to be places where all children and youth feel welcome, safe, and valued. This is not the case for many Black, Indigenous, and racialized students who do not feel safe at schools where police are present. Disabled students (including Black, Indigenous and racialized disabled students) also report feeling unsafe. Recent research demonstrates the ineffectiveness and negative impacts of SLPOs in schools.

We cannot ignore that the roots of modern policing are grounded in harm. The ongoing racism and abuses of power in these institutions today is well documented. BC has the highest rate of police-involved deaths per capita in the country. Further, Indigenous and Black communities are over-represented in racial profiling and carding practices, as well as in prisons. A commitment to anti-racism requires more than future studies. It demands immediate action.

As a non-profit society with a mandate for equitable access to education, we know that the overrepresentation in rates of incarceration and the life-long trauma of racist policing disproportionately harms Black and Indigenous students. We support the families who have been harmed and excluded from public education because of the School Police Liaison Officer program.

Our expectation is that the Greater Victoria School District will start to acknowledge and address systemic anti-Black and anti-Indigenous racism and protect children and youth from bias in policing by consulting with the affected community members

Regards,

Nicole Kaler, Chair, and Tracy Humphreys, Executive Director
BCEdAccess Society

Board of Education

Chair: Nicole Duncan Vice-Chair: Karin Kwan

*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,
Derek Gagnon, Emily Mahbobi,
Diane McNally, Rob Paynter*

TO: Board of Education
FROM: Trustee Duncan
RE: Chair's Report
DATE: December 12, 2022

Activities on behalf of the Board:

1. Weekly Chair/Superintendent agenda planning meetings to set the agendas for our meetings. Bi-weekly check in/signing meeting with Superintendent and Secretary Treasurer.
2. Board Orientation: The second Board learning session is being planned for 7 January 2023 and will focus on Indigenous Education, followed by a session in February (date to be confirmed) focussed on district operational plans. In March 2023, the Ombudsperson will provide training on administrative fairness to the Board and members of the SLT. Additional Trustee learning sessions are being planned for 2023.
3. On 24 November 2022, the BC Human Rights Commissioner wrote to the BC School Trustees Association recommending that the use of School Liaison Officers (SLOs) in British Columbian schools be ended by all school districts, unless and until they can demonstrate an evidence-based need for them that cannot be met through other services. See the media release and letter received via the following links:

https://bchumanrights.ca/wp-content/uploads/Release_20221125_Letter-to-school-trustees-concerning-SLOs.pdf

<https://bchumanrights.ca/wp-content/uploads/2022.11.24-Letter-to-School-Trustees-on-human-rights-concerns-with-SLOs.pdf>

Our Board had an opportunity to consider this letter for the first time at the Combined Education Policy and Directions/Operations Policy and Planning Standing Committee meeting on 5 December 2022. The Board will further consider the BC Human Rights

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.

Commissioner's request, alongside the recommendations from the SPLO Ad Hoc Committee in early 2023.

4. Trustee Assignments for 2022-23 have been made. Ad Hoc Committee scheduling was prioritized for Ad Hoc Committees that have outstanding work to complete such as the George Jay Naming, School Police Liaison Program Review and Climate Action Plan Committees. Please let me know if there are any other Ad Hoc Committees that have outstanding work to complete. The Board will consider the work of the other Ad Hoc Committees and give Board direction as appropriate.

Highlights: Thank you to my Trustee colleagues, Superintendent Whitten and Secretary Treasurer Stride who were able to attend the BCSTA Trustee Academy December 1-3, 2022 in Vancouver. It was a privilege to benefit from the wise words, and open hearted teachings of this year's keynote speaker Chief Cadmus Delorme, of the Cowessess First Nation. As always Shelley Moore challenged us to reconsider our assumptions about inclusive education. With humour and respect, Shelley led a much needed dialogue about how we can build toward a culture shift by exploring practical strategies to support inclusive education for all learners.

I'm grateful to have attended the Holocaust education play *Survivors*. Thank you again to Frances Grunberg for the invitation. This educational play is being piloted at a number of middle and secondary schools in our school district and elsewhere on Vancouver Island. The play interweaves the true stories of ten Holocaust survivors, four of whom were still alive when the play premiered in New York in 2018. It so effectively communicates a powerful and moving message about the impacts of racism and discrimination, through the testimony of the Holocaust survivors as portrayed by the actors. It was heartening to see the deep commitment of so many to honour the history and to ensure that we do not forget.

Reminders: There is one Trustee assignment still available on the CRD Victoria Youth and Family Justice Committee.

Significant Dates:

Winter break- December 17, 2022 to January 2, 2023.

HAPPY HOLIDAYS!

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

One *Learning* Community



January 2023

Schools Reopen Tuesday, January 3, 2023

January 26-27: BCPSEA AGM

Strategic Direction and Context

- 2023-2024 Budget Update
- Long-Range Facilities Plan Board Working Session

System Planning and Performance Monitoring

- Long-Range Facilities Plan Update
- Capital Projects Update
- Operations Report
- 2022-2023 Monthly Financial Summary
- Approve BAA Courses for following school year
- Music Program Review (Receive Report)

External Compliance and Accountability

- 2022-2023 Amended Budget
- Approve December 2022 Quarterly Financial Report through Audit Committee

Advocacy for Public Education and Provincial Liaison

- Attend BCPSEA AGM
- Prepare Submission of Motions to BCSTA AGM

Review Policy positions for submission to BCSTA AGM



The Board of Education of School District No. 61 (Greater Victoria)
Combined Education Policy and Directions and
Operations Policy and Planning Committee Meeting
REGULAR MINUTES
Monday, December 5, 2022, 7:00 p.m.

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Angela Carmichael, Diane McNally

Operations Policy and Planning members: Rob Paynter (Chair), Karen Kwan, Derek Gagnon, Natalie Baillaut, Nicole Duncan

Trustee Regrets: Mavis David

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Charmaine Shortt, District Principal, Marni Vistisen-Harwood, Director of Facilities Services, Mark Baggott, Manager, Building Operations, Andy Canty Director, Information Technology for Learning

Partners: Taily Wills, CUPE 947, Cindy Romphf, GVTA, Tracy Humphreys, VCPAC President, Brenna O'Connor, VPVPA Vice-President

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

Chair Mahbobi 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 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda

Moved by Trustee Duncan

That the December 5, 2022 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved with the following amendments:

Move L.3. Custodial Review December 5, 2022 Memo - Superintendent Whitten, Presentation Custodial Review – Manager Building Operations, Mark Baggott to I.2.

Motion Carried Unanimously

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

Moved by Trustee Duncan

That the November 14, 2022 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

B.2. Business Arising from Minutes

None

C. PRESENTATIONS TO THE COMMITTEE

C.1. Superintendent Whitten introduced acting District Principal Shortt who provided a presentation on Framework for Enhancing Student Learning (FESL).

Acting District Principal Shortt is the early learning lead that will complete a district-wide Environmental Scan. The purpose of the scan is to support school districts in examining and deepening their understanding about Early Learning & Child Care in their district through connection and dialogue with partner groups, an inventory of spaces, and a thorough policy review.

Acting District Principal Shortt presented on Early Learning and Childcare initiatives and provided an update on changes within the Ministry, specifically the merge of child care into the education sector (Ministry of Education & Child Care).

Trustees provided thanks for the presentation and had questions of clarification.

D. NEW BUSINESS

- D.1.** Trustee Duncan provided the BC Human Rights Commissioner Letter re: School Liaison Officer Programs as well as the State of School Liaison Programs in Canada study for information.

Trustees discussed the letter and study.

E. NOTICE OF MOTION

None

F. GENERAL ANNOUNCEMENTS

None

Meeting recessed at 8:29 p.m.

The meeting reconvened at 8:34 p.m.

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1. Approval of the Minutes

Moved by Trustee Paynter

That the November 21, 2022 Operations Policy and Planning Committee meeting minutes be approved as amended.

Add E.4. Trustees and staff discussed possible solutions to address the costs of adding shop ventilation. Staff confirmed that existing Cedar Hill Shop equipment can be stored for use in the new Cedar Hill Middle school.

Motion Carried Unanimously

G.2. Business Arising from Minutes

Trustee Duncan thanked Director of Facilities Services Vistisen-Harwood for the information in the Operations Report to address questions from the November 21, 2022 Operations Policy and Planning Committee meeting.

H. PRESENTATIONS TO THE COMMITTEE

- H.1.** VCPAC President Tracy Humphreys presented on education assistants in the District. Suggestions for the use of educational assistants in the District were made.
- H.2.** PAC Chair of Central Middle School Carrie Peter presented on concerns about the Vic High re-opening delay for the 2023-2024 school year.
- H.3.** Darren Alexander presented on concerns about the Vic High re-opening delay and the impacts that it is having on staff and students at the school.

Trustees thanked the presenters for the information.

I. SUPERINTENDENT'S REPORT

- I.1.** Superintendent Whitten introduced student representative Keira Milne a grade 12 student from Oak Bay Secondary school.
- I.2.** Superintendent Whitten introduced Manager of Building Operations Mark Baggott to present a custodial review, current funding summary, and potential options for the future.

Trustees thanked staff for the presentation and had questions of clarification.

J. PERSONNEL ITEMS

None

K. FINANCE AND LEGAL AFFAIRS

K.1. Monthly Financial Report: November 2022

Acting Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

K.2. Budget Change Report: November 2022

Acting Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

L. FACILITIES PLANNING

L.1. Operations Update: December 2022

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

L.2. Victoria High School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

M. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

N. NEW BUSINESS

N.1. Policy Sub-Committee – Trustee Duncan

Trustees discussed the motion.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to review the current policies regarding legal services and make recommendations as needed to the Board.

Motion Carried Unanimously

O. NOTICE OF MOTION

Moved by Trustee Duncan

Motion for the January 9, 2023 Education Policy and Directions committee meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with Victoria Confederation of Parent Advisory Councils (VCPAC) to develop a communication protocol to support the parents' advisory council (PAC) to communicate with PAC members in their school communities.

P. GENERAL ANNOUNCEMENTS

None

Q. ADJOURNMENT

Moved by Trustee Kwan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:15 p.m.

Chair

Secretary-Treasurer



**Budget Advisory Committee
MINUTES
Thursday, December 8, 2022
VIA ZOOM**

In Attendance:

Board of Education:

Trustees Nicole Duncan, Karin Kwan, Natalie Baillaut, Angela Carmichael, Derek Gagnon, Emily Mahbobi and Rob Paynter

Staff:

Deb Whitten, Superintendent

Harold Caldwell, Deputy Superintendent

Tom Aerts, Associate Superintendent

Katrina Stride, Acting Secretary-Treasurer

Julie Lutner, Director of Finance, Budgets and Financial Reporting

Marni Vistisen-Harwood, Director of Facilities Services

Connor McCoy, Past President, Greater Victoria Principals Vice-Principals Association

Gautam Khosla, Executive Member, Greater Victoria Principals Vice-Principals Association

Stakeholders:

Paula Marchese, VCPAC

Rachel McLellan, VCPAC

Ilda Turcotte, GVTA

Jane Massy, CUPE 947

Trina Legge, CUPE 382

Darren Reed, CUPE 382

The meeting was called to order at 6:01 pm.

Acknowledgement

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

Approval of Minutes

By consensus, the Committee approved the minutes from the November 10, 2022 meeting.

Values and Guiding Principles

Values and Guiding Principles with the following revisions were presented to the Committee:

- Changed budget year in heading from 2022-2023 to 2023-2024
- Changed date under Timelines from April 11, 2021 to April 6, 2023

The Committee broke into small groups to discuss the following question regarding the values and guiding principles:

- Does the latest draft of the Values and Guiding Principles meet our needs?

Groups reported back highlighting the following:

- Meets the needs of the group
- Nothing else to be addressed
- Solid document
- Need to incorporate values and guiding principles in the work
- Put together well last year; still relevant
- Meets needs
- April 6, 2023 deadline is tight; need enough feedback before decisions are made
- Good document
- Okay with changes
- Sound document as long as we are sticking to it
- Remember the values when designing the process
- Remember the students throughout the process
- Liked the date changes

Terms of Reference

Terms of Reference with the following revisions were presented to the Committee:

- Under Composition and Operations:
 - Removed pluralization of Associate Superintendent
 - Added the word Services following Director of Facilities
 - Removed 'as the conduit to and from the Four Houses' following the position of Director of Indigenous Education (addressed in subsequent paragraph in TOR)
 - Added Director of Human Resource Services
 - Added Director of Information Technology for Learning
 - Added Director of International Education
 - Added that student voice will be heard through the Student Symposium and the Representative Advisory Council of Students
- Under Duties and Responsibilities:
 - Changed date to make recommendations to Board from March 10, 2022 to March 2, 2023

The Committee broke into small groups to discuss the following question regarding the Terms of Reference:

- Does the latest draft of the Terms of Reference meet our needs?

Groups reported back highlighting the following:

- Students at centre, but play smallest part in budget process
- Only high school students included
- Determine how to bring all student voices to table
- Find ways to reach out to students; bring student voice
- Asking students to attend all of the budget meetings is too much
- More opportunities to engage with students the better
- Suggestion box; anonymity, possibly available online

- Difficult for students to attend meetings
- Fan of symposium; allows opportunity for students to work together
- Support obtaining student voice through the Student Symposium and Representative Advisory Council of Students
- Replace 'one representative' for each First Nations with 'representatives'
- How to include Elementary and Middle School students?
- If Elementary students, how to include in a way that is relevant and not scripted; could be a guided conversation tied back to budget context
- Need to provide background knowledge and budget information to students before Student Symposium
- Group focused on changes to how student feedback will be gathered, good to see reference in Terms of Reference
- Obtain big ideas and themes from kids
- Housekeeping items are okay
- Figure out how to gather feedback from students
- Difficult to include students in Committee
- Anonymous comment cards
- Student engagement; actively and directly involved in discussion
- Forthcoming proposals, e.g. music, with expectation to discuss with students who have direct experience
- Would like clarity around process with First Nations; too many and/or references; we should be available on their schedule and in their time and place
- Provide definitions for administrative and operational
- Define appropriate management of risk
- Clarity on concept of risk in terms of budget discussion
- Difficulty with protecting reserves and contingency when looking at reduction of services to students

The following comment was included in the chat:

- I would also like to add a few points about student representation: The student advisory group only represents high school students not middle school or elementary students. Also, VCPAC would like to see if it is at all possible for students to have the opportunity to directly engage with trustees either at budget meetings or other forums. Can the student symposium be a hybrid event so that all students have the opportunity to participate? There may be some students who may find that the location of the symposium is not accessible to them.

Budget Change Report – June 2022

The Committee reviewed the Budget Change Report from June 2022. The Monthly Financial Report for June 2022 will be placed on the January agenda.

Status Quo Budget – What Does it Mean?

The Committee was provided with the steps included in building a status quo budget. Alternate budgeting methods and the time commitment required to implement were discussed. If the Committee was looking to explore other budgeting options, it was suggested to include on the agenda of the final debrief meeting.

Enrolment and Operating Grant Overview

The Committee received an overview of Enrolment and Operating Grants including enrolment trends, factors that impact enrolment projections, and factors that impact operating grants.

Structural Deficit

The Committee was provided with the definition of a structural deficit, the surplus historically used to balance the budget, and the estimated structural deficit for 2023-2024. It was noted that the estimated structural deficit is preliminary and will continue to change as new information becomes available.

Surplus Philosophy and Strategy

The Committee reviewed Board Policy 3170 – Operating Surplus in which an unrestricted operating surplus of 2-4% of the prior year's operating revenues is recommended, the breakdown of the 2021-2022 surplus and comparison to projections and the prior year, and the history of total surplus balances.

The Committee broke into small groups to discuss the following questions regarding the surplus philosophy and strategy:

- For the 2023-2024 Budget, should the Board:
 - continue to balance the budget with prior year surplus?
or
 - work toward matching revenues and expenses so that there is no structural deficit? If so, should this be done in one year or over time?
 - hold an unallocated surplus for contingency? If so, how much?

Groups reported back highlighting the following:

- Stick to what we know and balance the budget with prior year surplus
- At debrief meeting, look at other budgeting alternatives to see if they would work for the District
- Last year's budget is not meeting our current needs
- Not enough funding; don't want to build contingency when the funds could be spent on students
- Look through equitable lens
- Reduce using the surplus over time
- Identify needs versus wants
- Dependent on Province; the way resources are allocated impacts planning and changes throughout the year
- Not responsible/reasonable to make changes in a significant way in one year
- Will result in unintended consequences and unaccounted costs
- Spend in year the funding is received; can be difficult with unit rate changes and lump sums
- Can't use the funding in the right way, if it is not planned
- Allow time to come out of structural deficit; impact of pandemic
- Budget to actuals; take this into account when budgeting; low percentage of surplus to overall budget
- Impacts of one-time costs, such as the election
- How much of a risk are we willing to take?
- Need to be careful because stuff happens, e.g. COVID-19; if spending all contingency, there is nothing left for unexpected items

- Would be difficult to overhaul system
- Mindful of how International Education revenue factors into budget; impacts of pandemic were unforeseen
- Depends on if there is any surplus - risky

Work Plan

The Committee reviewed a draft work plan for each upcoming meeting including topics of interest, department reviews, and consensus building towards making recommendations to the Board.

The Committee broke into small groups to discuss the following questions regarding the work plan:

- Does the sequencing of topics, department overviews, and consensus building for recommendations to the Board work? Any suggestions for improvement?
- What information would you find useful to be presented on the chosen topics?
- Are there other topics you want to explore?
- Should some of the meetings be in person instead of alternating to Zoom?

Groups reported back highlighting the following:

- Like having alternating meetings, e.g. in-person and online
- Can be intimidating for parents to attend Talking Tables event
- Want to be engaged and have discussions
- What if we did the department overviews as recordings ahead of time? Committee members could read or listen in advance of the meeting and come into the meeting for discussion.
- Need to get into schools to see what is going on – go into classrooms, how to get full picture of what we really need at the school
- Hear from people in schools; talk to PVP and teachers in classrooms
- Hear from partners and Rightsholders
- Engage in open dialogue and discussions
- Create templated department profiles, e.g. staff, salary budgeted, year over year expenditures, one-time project proposals
- Department presentations are informative, but prevented dialogue
- Goal to have budget proposals raised early on, no last minute surprises
- Need to understand impact
- Opportunity for stakeholders to provide input and priorities
- Build in time for stakeholders to get feedback from representatives
- Board not operating in silo
- Understand impacts
- Cutting admin time or custodial – needed more discussion of impacts, know what we are getting into
- Make sure we are talking to partners to get full picture
- Really listen; the more opportunities the better
- Giving people time to react
- Balance of online and in-person meetings is good, but would like more in-person
- Ensure enough time to consider impacts
- Don't want to see a list of reductions without more time and context
- More feedback from people in schools and on the ground
- Provide plans and proposals earlier to get feedback

- Opportunity for stakeholders to present topics of interest in a more informative way – priorities, shortfalls, opportunities
- Hear from school-based teams; a way to get input and hear common concerns; team of professionals in a unique position; inclusive education
- Department overviews informative, but want to view ahead of meeting and then ask questions in meeting
- A lot of information was provided last year; it was overwhelming
- Prefer in-person meetings to have conversations

Take Away

Committee members were asked to post in the chat their biggest takeaway from the meeting.

Responses were:

- Some fabulous discussion tonight - really appreciate everyone's input! Thank you all!
- Can you give us some info of the Talking Tables event? What will that look like? What is the involvement of the stakeholders?
- My takeaway is that I heard a desire for meetings to be used for discourse/engagement rather than presentations. Also, no late stage surprises.
- Great meeting! Thank you -- such great discussions!
- The more opportunities for people to be heard, the more likely we are to get opinions from various voices
- Hard question, but largest take away is for people to be heard in a respectful manner. Great discussions.

Next Meeting: January 19, 2022 at 6pm In-person

Adjournment

The meeting adjourned at 8:12 pm.

Office of the Superintendent

Deb Whitten – Superintendent

TO: The Board of Education
FROM: Deb Whitten, Superintendent of Schools
RE: Superintendent's Report
DATE: December 12, 2022

Please see below the opportunities the Superintendent has been involved with during the month of December aligned to the Strategic Plan:

Goal 1: Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

- CFAI Interview – December 1, 2022
- Administrators' Meeting – December 1, 2022
- Representative Advisory Committee of Students' Meeting – December 5, 2022

Goal 2: Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

- Regular individual meetings with Esquimalt Nation; Songhees Nation; Urban Indigenous Peoples' House Advisory (UPHIA); and the Métis Nation of Greater Victoria.
- Regular meetings with the Four Houses.
- Meet bi-weekly with the Director of Indigenous Education
- Attended the First Nations Education Steering Committee meeting – December 9, 2022

Goal 3: Create an inclusive and culturally responsive learning environment that will support learners' physical and mental well-being.

- Zoom meetings with the Ministry of Education.

Gratitude: The Superintendent would like to thank the following:

- David Hovis and Jennifer Barber for hosting the Ukrainian Open House at Cedar Hill Middle School on November 29, 2022.
- Facilities Services Department for ensuring parking lots were sanded with the recent snowfall; and their assistance with the recent fire at Central Middle School.

Good Luck to: Campus View, McKenzie and Vic West Elementary Schools and Arbutus Middle School as they compete in the CBC Music Challenge!

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

Office of the Secretary-Treasurer

Katrina Stride – Acting Secretary-Treasurer

TO: Board of Education

FROM: Katrina Stride

RE: Monthly Report

DATE: December 12, 2022

The purpose of this memo is to update the Board on some of the activities of the Acting Secretary-Treasurer since November 28, 2022.

- BCSTA Trustee Academy in Vancouver
- Budget Advisory Committee Meeting 2
- Meetings with Ministry of Education and Child Care – Capital Branch
- Meeting with City of Victoria
- Weekly Senior Leadership Team meetings
- Weekly Chair Superintendent agenda setting meetings
- Weekly Superintendent meetings
- Weekly Budget meetings
- Weekly Facilities meetings
- Weekly PowerSchool/Atrieve ERP meetings
- Bi-weekly Vic High construction project meeting with Facilities and School Principal
- Bi-weekly Human Resource Services meeting
- Bi-weekly Facilities and Superintendent meeting
- Bi-weekly Information Technology for Learning meeting
- Monthly Standing Committee and Board meetings
- Monthly Representative Advisory Council of Students meeting
- Monthly Administrators meeting
- Professional Development:
 - Ethical Decision Making – Exploring the Hidden Influence of Unconscious Bias in the Conscious Mind (Live Webinar)

The Board of Education of School District No. 61 (Greater Victoria)
In-Camera Board Meeting, October 24, 2022-6:00 p.m.

SECTION 72 REPORT

Present:

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

Administration:

Deb Whitten, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Katrina Stride, Associate Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Jim Vair, Director of Human Resources Services, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director of Information Technology

The Board of Education discussed the following matter:

- Personnel
- Legal
- Property

The Board of Education of School District No. 61 (Greater Victoria)
Special In-Camera Board Meeting, November 3, 2022-6:30 p.m.

SECTION 72 REPORT

Present:

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

Administration:

Deb Whitten, Superintendent of Schools, Jim Vair, Director of Human Resources Services

The Board of Education discussed the following matter:

- Personnel

SECTION 72 REPORT

Present:

Trustees Nicole Duncan, Chair, Karen Kwan, Vice-Chair, Angela Carmichael, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Diane McNally

Administration:

Deb Whitten, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Jim Vair, Director of Human Resources Services

The Board of Education discussed the following matter:

- Legal

The Board of Education of School District No. 61 (Greater Victoria)
In-Camera Board Meeting, November 28, 2022-6:00 p.m.

SECTION 72 REPORT

Present:

Trustees Nicole Duncan, Chair, Karen Kwan, Vice-Chair, Angela Carmichael, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Rob Paynter

Administration:

Deb Whitten, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Jim Vair, Director of Human Resources Services, Marni Vistisen-Harwood, Director of Facilities Services, Mora Cunningham, Manager, Capital Planning and Implementation

The Board of Education discussed the following matter:

- Legal
- Personnel