



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

Regular Board Meeting

AGENDA

Via Zoom

Monday, December 11, 2023, 7:30 p.m.

Broadcasted via YouTube

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

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 11, 2023 agenda be approved.

A.3. Approval of the Minutes

a. Approval of the October 30, 2023 Regular Board Minutes

Recommended Motion:
That the October 30, 2023 Regular Board minutes be approved.

b. Approval of the November 14, 2023 Special Public Budget Board Minutes

Recommended Motion:
That the November 14, 2023 Special Public Board minutes be approved.

- c. Approval of the November 27, 2023 Regular Board Minutes

Recommended Motion:

That the November 27, 2023 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 1, 2023, Inter-Cultural Association of Greater Victoria (CIA) to SD61 Trustees, Letter Supporting Further Consultations Between SD61 and Victoria Police Department

C. TRUSTEE REPORTS

C.1. Chair's Report

- a. Chair's Report
- b. Standing Committee Assignments
- c. Standing Committee Chair Elections
 - a. Education Policy and Directions Committee
 - b. Operations Policy and Planning Committee
- d. Motion to Destroy Election Ballots/Text Messages

Recommended Motion:

That the election ballots/text messages be destroyed.

- e. Sub-Committee Assignments
 - a. Policy Sub Committee
 - b. Audit Sub Committee

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 4, 2023 meeting – information only
- b. Recommended motions from the December 4, 2023 meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Policy 6163.1 Learning Resources to the Policy Sub-Committee for further development,

AND FURTHER

Any recommendations will come to the Education Policy and Directions Committee meeting no later than February 2024.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

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. Draft Regulation 5128 International Student Enrollment - Update
- c. 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 – November 27, 2023

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)

REGULAR MINUTES

Via Zoom

Monday, October 30, 2023, 7:30 p.m.

Trustees Present: Nicole Duncan, Board Chair, Karin Kwan, Vice-Chair, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Rob Paynter, Mavis David

Trustee Regrets: Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Josh Barks, District Vice-Principal of Information Technology, Jeff Davis, Director of International Education, Sean Powell, District Principal Languages and Multicultural, Sarah Winkler, VPVPA

Partners: Ilda Turcotte, GVTA, Jane Massy, CUPE 947

A. COMMENCEMENT OF MEETING

The meeting began at 7:30 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 Gagnon

Seconded by Trustee Kwan

That the October 30, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

- a. Approval of the September 25, 2023 Regular Board Minutes

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the September 25, 2023 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 26, 2023, Greater Victoria Teachers Association to SD61, Variance of Certification

C. TRUSTEE REPORTS

C.1. Chair's Report

- a. Chair's Report

Chair Duncan presented her report for information.

- b. November District Annual Work Plan

The District Annual Work Plans for November were provided for information.

C.2. Trustees' Reports

- a. Trustee Kwan

Trustee Kwan presented a verbal report for information.

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

- a. Draft minutes from the October 16, 2023 meeting – information only
- b. Recommended motions from the October 16, 2023 meeting.

Trustees and Stakeholders had questions of clarification about the International Student Enrollment motions.

Moved by Trustee Gagnon

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve recommended motions 1 and 2 from the October 16, 2023 Education Policy and Directions Committee meeting.

Motion Carried Unanimously

1. Policy 6163.1 Learning Resources

That the Board of Education of School District No. 61 (Greater Victoria) send Draft Policy 6163.1 Learning Resources to stakeholders and partners for feedback and bring back to the December 4, 2023 Education Policy and Directions committee meeting.

2. New Policy XXXX International Student Enrollment

a. Amendment to New Policy XXXX International Student Enrollment

That the Board of Education of School District No. 61 (Greater Victoria) amend New Policy XXXX International Student Enrollment.
 3.9 The total annual international student enrollment, and the allocation of international student enrollment as a percentage of a school's population will be reviewed by the Board of Education. **The Superintendent will provide the Board with a bi-annual report in November and April on the International Student Program including the current student enrollment and any recommendations for future enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years).** ~~during the International Student Program annual reporting process.~~

b. Approve New Policy XXXX International Student Enrollment

That the Board of Education of School District No. 61 (Greater Victoria) approve New Policy XXXX International Student Enrollment as amended.

c. Draft Regulation XXXX International Student Enrollment

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Regulation XXXX International Student Enrollment to the Policy Sub-Committee for further development be brought back

to the Education Policy and Directions committee meeting November 6, 2023.

d. Report on International Student Program

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board with a report at the November 6, 2023 Education Policy and Directions committee meeting on the International Student Program including the current student enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years), And FURTHER

Include the capacity of each school (Elementary, Middle and Secondary), and at least three years of transfer data broken down by each of the Board of Education's Student Enrollment Priorities.

D.2. Operations Policy and Planning Committee

- a. Draft minutes from the October 23, 2023 meeting - Information only
- b. Recommended motions from the October 23, 2023 meeting:

Moved by Trustee Kwan
Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve recommended motions 1 to 5 from the October 23, 2023 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

1. Revised Policy 3170 Operating Surplus

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3170 Operating Surplus.

2. Audit Sub-Committee Report

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2023 Quarterly Financial Report as presented to the Audit Sub-Committee.

3. Spectrum Turf and Rink (STAR) Project

That the Board of Education of School District No. 61 (Greater Victoria) extend its support in principle until October 2025 for 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.

4. Long Range Facilities Plan Process

a. Recommended Motion

That the Board of Education of School District No. 61 (Greater Victoria) direct the Facilities Ad Hoc Committee to provide the Board of Education with an update on progress in relation to implementation of the current Long Range Facilities Plan, and any recommendations for review to the Operations Policy and Planning Standing Committee;

AND FURTHER THAT

The Facilities Plan Ad Hoc Committee provide an update at the Operations Policy and Planning Standing Committee in February 2024.

5. Review Policy 5145 Police Questioning of Students in School

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to review Policy 5145 Police Questioning of Students in School and bring recommendations for the Board's consideration to the December 2023 Education Policy and Directions Standing Committee meeting.

D.3. Policy Sub-Committee

a. Policy 8400 Whistleblower Protection

Trustees had questions of clarification.

Moved by Trustee Duncan
Seconded by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report

Superintendent Whitten provided the report for information.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Gagnon

Seconded by Trustee David

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

Motion Carried Unanimously

b. Trustee Questions

E.2. Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Mahbobi

Seconded by Trustee Kwan

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

Q: Regarding the parking safety at Marigold Elementary in the October 23 Ops meeting, Director of Facilities Ms. Vistisen-Harwood stated a number of community consultations were completed on this project. Is it the position of District Administration that the safety of projects proposed by the district relies on the school community itself to ensure proposals are safe? Further, does the district believe the responsibility to ensure projects are safe falls on the shoulders of the school community or the district itself?

A: Trustee Duncan referred to staff to provide an answer.

Superintendent Whitten provided a response to the question.

- Facilities staff worked with consultants to ensure that the units and parking spaces were built, and the site conforms to building codes and municipal requirements.
- During the consultation facilities gathers feedback and presents the feedback back to the architect and there consultants primarily in this case a civil engineer. The civil engineer determines best use of the site and location and the schedules presented for building permit to be reviewed by the municipality.
- Regarding safety of the site this is a joint responsibility. The community, administration, architects, consultants along with municipalities contribute to the site safety. In the case of Marigold parking there were no concerns from any of the initial community consultations nor from the Principal, Vice-Principal, architects, or engineers. Please note that there are multiple points to enter Marigold Elementary.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

- G.1. Record of Special In-Camera Board of Education Meeting – June 29, 2023**
- G.2. Record of Special In-Camera Board of Education Meeting – July 27, 2023**
- G.3. Record of Special In-Camera Board of Education Meeting – September 11, 2023**
- G.4. Record of In-Camera Board of Education Meeting – September 25, 2023**
- G.5. Record of Special In-Camera Board of Education Meeting – October 3, 2023**
- G.6. Record of Special In-Camera Board of Education Meeting – October 23, 2023**

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

None.

H.2. Notice of Motions

None.

I. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer



The Board of Education of School District No. 61 (Greater Victoria)
Special Public Board Meeting
MINUTES

Tuesday, November 14, 2023, 7:30 p.m.

Trustees Present: Nicole Duncan, Board Chair, Karin Kwan, Vice-Chair, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Rob Paynter, Diane McNally

Trustee Regrets: Angela Carmichael, Mavis David

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Josh Barks, District Vice-Principal of Information Technology, Dr. Shelly Niemi, Director of Indigenous Education, Brenna O'Connor, VPVPA, Tina Pierik, VPVPA

Partners: Ilda Turcotte, GVTA, Jane Massy, CUPE 947, Shawna Abbott, CUPE 947

A. COMMENCEMENT OF MEETING

This meeting began at 7:30 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 Baillaut

Seconded by Trustee Kwan

That the November 14, 2023 Special Public Board meeting agenda be approved.

Motion Carried Unanimously

B. 2024-2025 ANNUAL BUDGET

B.1. Budget Process

Secretary-Treasurer Stride reviewed the Budget Process memo.

Trustees and partners had questions of clarification and discussed the possible process for the 2024-2025 budget.

Moved by Trustee Gagnon

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) move into Committee of the Whole.

Motion Carried Unanimously

The following budget process items were discussed during Committee of the Whole:

- Create working groups with Trustees and partner groups with a focus on specific aspects of the budget
- Inclusion of Rightsholders in the budget process. Dr. Shelly Niemi shared information about Bill 40 and the implications for the budget process.
- District departments to make presentations earlier in the process if possible.
- The possibility of holding more than one Student Symposium
- Positive impact of Talking Tables event on partner groups; however, there was a disconnect between what was discussed during the event and what was approved in the budget process.
- Trustees meeting with family of schools in person to discuss the budget with students
- Consideration of workload and further discussion between the Board and the Senior Leadership Team

Secretary-Treasurer Stride reviewed the timeline from the 2023-2024 budget process.

Secretary-Treasurer Stride provided some suggestions for the Board's consideration, including having shorter duration budget meetings, obtaining student feedback up front to provide budget direction (Student Symposium in early January), and holding the Talking Tables event in early March and the public meeting in early April to allow for the potential to discuss actual budget decisions, instead of only hypothetical ones.

B.2. Budget Information

The following budget information items were discussed during Committee of the Whole:

- Timing of budget information and when it is needed
- Transition away from department presentations towards including department budgets/proposals in information packages for independent review by Trustees
- Working groups with specific topics where more detailed information, such as budget allocations/formulas, could be shared
- What level of service is being delivered to schools with the budget allocation

Moved by Trustee Baillaut
Seconded by Trustee McNally

That the Board of Education of School District No. 61 (Greater Victoria) move out of Committee of the Whole.

Motion Carried Unanimously

Moved by Trustee Kwan
Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to work with the Superintendent to prepare 2024-2025 budget information for the Board.

AMENDMENT

Moved by Trustee Duncan
Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to work with the Superintendent **and the Vice-Chair** to prepare 2024-2025 budget information **and process timeline** for the Board by the November 27, 2023 Board of Education meeting.

Motion Carried Unanimously

Moved by Trustee Duncan
Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to work with the Superintendent and the Vice-Chair to prepare 2024-2025 budget information and process timeline for the Board by the November 27, 2023 Board of Education meeting.

Motion Carried Unanimously

C. 1211 Gladstone – Statutory Right-of-Way for BC Hydro and TELUS

Secretary-Treasurer Stride provided information pertaining to the Statutory Right-of-Way for BC Hydro and TELUS at 1211 Gladstone.

Trustees had questions of clarification.

Moved by Trustee Paynter
Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) approve granting a Statutory Right-of-Way to BC Hydro and TELUS in respect of civil infrastructure associated with the underground distribution of electricity by BC Hydro and telecommunications and data transmission by TELUS and related works on the Caledonia Redevelopment property beside Victoria High School legally described as PID: 031-731-848, Lot A, Sections 50 and 53 Spring Ridge, Victoria City, District Plan EPP88786.

Motion Carried

For (5): Trustees Baillaut, Gagnon, Mahbobi, McNally, Paynter

Against (1): Trustee Kwan

Abstain (1): Trustee Duncan

Moved by Trustee Paynter

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the Caledonia Electrical Distribution and Telecommunication Transmission Disposal (Right-of-Way) of Real Property Bylaw 24-01.

Motion Defeated

Against (4): Trustees Baillaut, Duncan, Kwan, McNally

Abstain (2): Trustees Gagnon, Paynter

Moved by Trustee Paynter

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) Caledonia Electrical Distribution and Telecommunication Transmission Disposal (Right-of-Way) of Real Property Bylaw 24-01, being a bylaw to grant a Statutory Right-of-Way to BC Hydro and TELUS on the Caledonia Redevelopment property beside Victoria High School legally described as PID: 031-731-848, Lot A, Sections 50 and 53 Spring Ridge, Victoria City, District Plan EPP88786 in respect of civil infrastructure associated with the underground distribution of electricity by BC Hydro and telecommunications and data transmission by TELUS and related works:

Read a first time this 14th day of November, 2023;

and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried

For (6): Trustees Baillaut, Duncan, Gagnon, Mahbobi, McNally, Paynter

Against (1): Trustee Kwan

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) Caledonia Electrical Distribution and Telecommunication Transmission Disposal (Right-of-Way) of Real Property Bylaw 24-01, being a bylaw to grant a Statutory Right-of-Way to BC Hydro and TELUS on the Caledonia Redevelopment property beside Victoria High School legally described as PID: 031-731-848, Lot A, Sections 50 and 53 Spring Ridge, Victoria City, District Plan EPP88786 in respect of civil infrastructure associated with the underground distribution of electricity by BC Hydro and telecommunications and data transmission by TELUS and related works:

Read a second time this 14th day of November, 2023;

and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried

For (6): Trustees Baillaut, Duncan, Gagnon, Mahbobi, McNally, Paynter

Against (1): Trustee Kwan

D. QUESTION PERIOD

Q: I'm hoping the board can answer a question in relation to Amy Read's presentation in April relating to the education challenges at Quadra Elementary, the need for more support, and her offer for the board to attend her classroom.

Has anyone from the board visited an elementary school classroom at Quadra or another inner city catchment school as Ms. Read offered in her presentation?

If not, would you be willing to commit to spending a morning or afternoon in a classroom to experience Ms. Read's concerns and gain a better understanding of the state of the public education offered at schools in lower income areas?

A: Chair Duncan did not recall a formal invitation to attend Ms. Reads classroom. Superintendent Whitten replied that the District has identified 10 elementary schools that are prioritized and within the prioritization the district provides Kindergarten teacher collaboration cohorts which helps strengthening early years transition to Kindergarten. The District has also provided schools with Reframing Behaviour professional learning opportunities. reframing behaviorist communication workshops. Non-violent crisis intervention has been provided for many of the priority schools. The district has 30-hour EA positions in the identified schools and has provided additional school based inclusive learning funds and/or staffing. When the district is looking at the 10 priority schools they are intentional when providing additional supports and services.

Q: Since Ms. Amy Read's presentation in April, in what ways does the board feel there has been action taken this year towards equitable division of resources between affluent and vulnerable schools to support students' safety and learning environments?

A: Chair Duncan replied that it is ongoing work and that Superintendent Whitten provided an answer to this question when answering the first question. Trustee Duncan mentioned that they are about to begin the budget process for the 2024-2025 school year where equity and resource allocation will be at the heart of the Boards consideration.

Q: You did not answer my question will you commit to attending a classroom?

A: Trustees welcome an invitation to attend classrooms.

E. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

F. ADJOURNMENT

The meeting adjourned at 10:28 p.m.

Moved by Trustee Gagnon
Seconded by Trustee McNally

That the meeting be adjourned.

Motion Carried Unanimously

DRAFT



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

Regular MINUTES

Via Zoom

Monday, November 27, 2023, 7:30 p.m.

Trustees Present:	Nicole Duncan, Board Chair, Karin Kwan, Vice-Chair, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Rob Paynter, Mavis David, Diane McNally
Administration:	Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Andy Canty, Director of Information Technology for Learning, Jeff Davis, Director of International Education, Sean Powell, District Principal of FRIM, FSL, Middle Schools and Registration, Marni Vistisen-Harwood, Director of Facilities Services, Brenna O'Connor, VPVPA
Partners:	Ilda Turcotte, GVTA

A. COMMENCEMENT OF MEETING

The meeting began at 7:30 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 David

Seconded by Trustee Mahbobi

That the November 27, 2023 agenda be approved.

Amendment

Moved by Trustee Kwan

Seconded by Trustee McNally

Add B.2.

B.2. November 23, 2023, Friends of Bowker Creek to SD61, Withdrawal of Victoria Hospice's Offer to Purchase Lansdowne South Property

Motion Carried Unanimously

Trustees voted on the main motion as amended.

That the November 27, 2023 agenda be approved, as amended.

Motion Carried Unanimously

Chair Duncan passed the gavel to Secretary-Treasurer Stride.

A.3. Trustee Elections

a. Election of Chair

Secretary-Treasurer Stride called for nominations for the position of Chair of the Board of Education for a one-year term ending November 2024.

Nominations were received for Trustees Duncan and Gagnon.

Trustee Duncan accepted the nomination and Trustee Gagnon declined.

Secretary-Treasurer Stride declared Trustee Duncan the Chair of the Board of Education by acclamation.

Secretary-Treasurer Stride passed the gavel to Chair Duncan.

b. Election of Vice-Chair

Chair Duncan called for nominations for the position of Vice-Chair of the Board of Education for a one-year term ending November 2024.

A nomination was received for Trustee Kwan. Trustee Kwan accepted the nomination.

Chair Duncan declared Trustee Kwan the Vice-Chair of the Board of Education by acclamation.

c. Election of British Columbia Public School Employers' Association Representative

Chair Duncan called for nominations for the position of British Columbia School Employers' Association (BCPSEA) Representative for a one-year term ending November 2024.

Nominations were received for Trustees Baillaut, Gagnon, Kwan and Mahbobi. Trustees Baillaut, Gagnon, and Mahbobi declined the nomination and Trustee Kwan accepted.

Chair Duncan declared Trustee Kwan the representative to BCPSEA by acclamation.

d. Election of British Columbia Trustees' Association Provincial Councilor

Chair Duncan called for nominations for the position of British Columbia School Trustees' Association (BCSTA) representative for a one-year term ending November 2024.

Nominations were received for Trustees David, Duncan, Gagnon and Mahbobi. Trustees David, Gagnon, Mahbobi declined the nomination and Trustee Duncan accepted.

Chair Duncan declared Trustee Duncan the representative to BCSTA by acclamation.

e. Motion to Destroy Election Ballots/Text Messages

Moved by Trustee Gagnon

Seconded by Trustee David

That the election ballots/text messages be destroyed.

Motion Carried Unanimously

A.4. Approval of the Minutes

Approval of the October 30, 2023 Regular Board Minutes

Moved by Trustee McNally

Seconded by Trustee Kwan

That the October 30, 2023 Regular Board minutes be approved.

Amendment

Moved by Trustee Kwan

Seconded by Trustee McNally

Add the answer to the question asked at F. Question Period, and refer the October 30, 2023 minutes to the December 11, 2023 Board of Education meeting for approval.

Motion Carried Unanimously

Trustee McNally left the meeting at 7:52 p.m.

A.5. Business Arising from the Minutes

None.

A.6. Student Achievement

None.

A.7. District Presentations

None.

A.8. Community Presentations

None.

B. CORRESPONDENCE

B.1. November 22, 2023, GVTA to SD61 Trustees, In Person Meetings

Chair Duncan and Trustee Kwan provided a response to the letter.

B.2. November 23, 2023, Friends of Bowker Creek to SD61, Withdrawal of Victoria Hospice's Offer to Purchase Lansdowne South Property

Moved by Trustee Paynter

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to reach out to the Friends of Bowker Creek to set up a mutual time to meet to discuss the letter.

Motion Carried Unanimously

C. TRUSTEE REPORTS

C.1. Chair's Report

a. Chair's Report

Chair Duncan provided the report for information.

Moved by Trustee Duncan

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to incorporate provincial and local reporting data releases into the corresponding month of the Board Work Plan including but not limited to the HAWD report in December and the EDI or MDI in February-March.

Motion Carried Unanimously

b. December District Annual Work Plan

The District Annual Work Plan for December was provided for information.

c. 2024-2025 Budget Process and Information

Chair Duncan presented the 2024-2025 Budget Process for information.

Trustees, partners, and staff discussed the 2024-2025 Budget Process and information.

Moved by Trustee Kwan

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2024-2025 Budget Process and schedule.

Motion Carried Unanimously

C.2. Trustees' Reports

None.

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

a. Draft minutes from the November 6, 2023 meeting – Information only

b. Recommended motions from the November 6, 2023 meeting.

None of the recommended motions from the November 6, 2023 meeting were moved. Trustees had questions of clarification.

Moved by Trustee Kwan

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair and a Trustee of her choice to work with the Superintendent to further develop Draft Regulation 5128 International Student Enrollment and bring it back to the December 11, 2023 Board of Education meeting.

Motion Carried

For (5): Trustees Baillaut, David, Duncan, Kwan, Mahbobi

Against (2): Trustees Gagnon, Paynter

D.2. Operations Policy and Planning Committee

a. Draft minutes from the November 20, 2023 meeting - Information only

b. Recommended motions from the November 20, 2023 meeting:

1. Privacy Management Program – Administrative Regulations

Moved by Trustee Kwan

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach as presented on November 27, 2023.

AND FURTHER,

Direct the Superintendent to bring the Administrative Regulations to the Board of Education for review within one year at the Operations Policy and Planning meeting in November 2024.

Motion Carried Unanimously

2. Draft Policy 1450 Scent Sensitive Workplace

Moved by Trustee Kwan

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) approve draft Policy 1450 Scent Sensitive Workplace.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report

Superintendent Whitten provided the report for information.

Trustees had questions of clarification.

Moved by Trustee Gagnon

Seconded by Trustee David

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

Motion Carried Unanimously

b. International Student Program Bi-Annual Report

Superintendent Whitten provided the report for information.

Trustees had questions of clarification.

c. Trustee Questions

None.

E.2. Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Baillaut

Seconded by Trustee Gagnon

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

Motion Carried Unanimously

b. 1211 Gladstone – Statutory Right-of-Way for BC Hydro and TELUS

Moved by Trustee Gagnon

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) Caledonia Electrical Distribution and Telecommunication Transmission Disposal (Right-of-Way) of Real Property Bylaw 24-01, being a bylaw to grant a Statutory Right-of-Way to BC Hydro and TELUS on the Caledonia Redevelopment property beside Victoria High School legally described as PID: 031-731-848, Lot A, Sections 50 and 53 Spring Ridge, Victoria City, District Plan EPP88786 in respect of civil infrastructure associated with the underground distribution of electricity by BC Hydro and telecommunications and data transmission by TELUS and related works:

Read a first time the 14th day of November, 2023;

Read a second time the 14th day of November, 2023;

Read a third time, passed and adopted this 27th day of November, 2023;

and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Motion Carried

For (5): Trustees Baillaut, David, Duncan, Gagnon, Mahbobi, Paynter

Against (1): Trustee Kwan

c. Section 72 Report

Secretary-Treasurer Stride provided the memo for information.

F. QUESTION PERIOD

Q: The record shows that your Board has met in-camera 32 times since your inaugural meeting mid November. Under Section 72 of the BC School Act (3) "A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person."

It appears that the Board makes no minute available to the public that shows who was in attendance and what decisions were made.

Did the SD61 Board meet 32 times and not pass any motions? Which trustees and staff members were present? How does the board justify excluding the public from discussions about the strategic plan?

A: Chair Duncan stated that the Board of Education holds Board meetings as needed in order to carefully consider the Board's business. The Board does not hesitate to call additional meetings as needed in order to ensure that we have enough time to do our due diligence with respect to our business.

Q: In the October 30, 2023 board meeting, Superintendent Whitten stated:

"...in the case of Marigold parking there were no concerns from any of the initial community consultations nor from the principal, vice principal, architects or engineers"

In a subsequent FOI response dated November 22, 2023, Ms. Vistisen-Harwood offers:

"Facilities also works with the Principals, Vice-Principals and community members regarding any facilities' related matters at the schools, for example:

- A community member from Marigold Elementary suggested a walk way around the new parking spaces which was completed as part of the project.

- A fence was suggested, which was installed along with a chip trail for students to access the site."

Could the district kindly clarify their position as to whether parking safety concerns were communicated to the district by any member of the school community during the community consultation process.

A: Director of Facilities Services Vistisen-Harwood stated that there were no concerns shared during the initial consultations. Concerns were raised after the initial consultations, but the Director Vistisen-Harwood requested an opportunity to check the timeline to be sure.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting – October 30, 2023

G.2. Special In Camera Board of Education Meeting - July 6th, 2023

Approved Motion and Voting Results

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2023-2024, as provided on the Five-Year Capital Plan Summary for 2023-2024.

Motion Carried Unanimously

G.3. Special In Camera Board of Education Meeting - November 7th, 2023

Approved Statement

The agreement for purchase and sale with Vic Hospice for 1.28 acres on Richmond Road was mutually terminated.

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

None.

H.2. Notice of Motions

None.

I. ADJOURNMENT

The meeting adjourned at 9:20 p.m.

Moved by Trustee Gagnon

Seconded by Trustee Kwan

That the meeting be adjourned.

Motion Carried Unanimously

Chair

Secretary-Treasurer



December 1, 2023

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

Attn: Deb Whittens, SD61 Superintendent

RE: Letter Supporting Further Consultations Between SD61 and Victoria Police Department

Dear Deb,

I am writing to you today about the removal of police officers from SD61 schools.

The Inter-Cultural Association of Greater Victoria (ICA) is a long-standing partner of both School District 61 and the Victoria Police Department and we value the shared work that we do together. As a social purpose organization, ICA is committed to the full integration of newcomers, immigrants, and refugees into the everyday life of Greater Victoria, and as allied partners, I know that SD61 and the Victoria Police Department is committed to helping students and their families navigate their new life here in the Capital Region District.

While integration can mean many things depending on the needs of those we are welcoming to our city, the newcomers, refugees, and immigrants we serve often have a reverence for the examples and leadership set by educational institutions in their community. Likewise, many of the clients we serve come to Canada with the knowledge that Canada is a safe place where there are laws in place to protect everyone, and police engaged to ensure that safety for all is a right no matter who you are or what your privilege may be.

For all at ICA, the triangulation of education, safety and integration is prevalent in the lives of our clients and program. As two trusted partners, SD61 and the Victoria Police Department appeared to be working in coordination with each other, through School Police Liaison Officers (SPLO), to bring vital safety, prevention and well-being programs that benefit greatly our newcomer, immigrant, and refugee students. These joint ventures also serve as an example of how great partnerships can achieve positive change within families and community at large.

I do respect the decision of SD61 to follow the guidance it receives through consultation with its members, larger community and stakeholders, but most importantly, from the families of the children within the school district. I am, however, concerned that there will be a gap in programming, missed opportunities for building trust within the community, and a weakening



of partnership between School District 61 and the Victoria Police Department due to the removal of police officers in schools.

I would like to offer, as a way to bring the voices of the clients we serve at ICA to the forefront, an opportunity for evaluative consultation. When it comes time for the School District to evaluate whether the removal of SPLO's achieved the goals it set out to accomplish, ICA would be happy to participate in that data gathering and be part of the evaluation process. This could be in the form of hosting focus groups with newcomer, immigrant, and refugee families, it could be the circulation of a survey to the students we serve, or it could mean the collection of firsthand narratives of how the relationships between schools and police further the learning, safety and well-being of our shared community.

I would like to thank you for your time and for your consideration of this matter. Please know that the partnerships ICA has with School District 61 and the Victoria Police Department are valuable relationships and vital to helping our clients integrate and make Victoria home. I hope that there is a path forward for your two valuable organizations to continue to discuss and forge a meaningful relationship that will benefit community as a whole. As always, if ICA could play a part in meeting the needs of our shared community, know that we would be happy to help. Please do not hesitate to reach out at your convenience.

Sincerely,

Shelly D'Mello
Chief Executive Officer
Inter-Cultural Association of Greater Victoria
sdmello@icavictoria.org

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 11, 2023

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. Budget planning meetings with Vice Chair, Superintendent and Secretary-Treasurer.
3. Board of Education and Police Board meetings regarding our shared responsibility for student and staff safety.
4. Various school visits and school events.
5. Partner Connections regarding the 2024-25 budget throughout December.
6. Student Connections regarding the 2024-25 budget throughout December.

Trustee Assignments: Please see the 2023-24 Trustee assignments below.

Ad Hoc Committees

Budget Advisory Committee- all Trustees

Advocacy Ad Hoc Committee- Natalie Baillaut, Derek Gagnon

District Facilities Plan Ad Hoc Committee- Derek Gagnon

Equity Ad Hoc Committee- Mavis David, Emily Mahbobi

French Advisory Committee- Natalie Baillaut

George Jay Naming Committee- Rob Paynter

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

Sub Committees

Policy Sub Committee- Nicole Duncan and Emily Mahbobi

Audit Sub Committee- Karin Kwan and Rob Paynter

Standing Committees

Education Policy and Directions: Natalie Baillaut, Mavis David, Emily Mahbobi, Diane McNally

Operations Policy and Planning: Derek Gagnon, Karin Kwan, Rob Paynter

Acknowledgement: Thank you to our staff and students for all their hard work and dedication this year. We wish you all a very happy and healthy holiday season and a Happy New Year!

Reminders: The Board's first Standing Committee meeting after the holiday break will be Education Policy and Directions Standing Committee on Monday, 15 January 2024.

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





The Board of Education of School District No. 61 (Greater Victoria)
Combined Education Policy and Directions and
Operations Policy and Planning Committee Meeting
MEETING MINUTES
Monday, Dec 4, 2023, 7:00 p.m.

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Diane McNally, Natalie Baillaut, Mavis David

Operations Policy and Planning members: Rob Paynter (Chair), Karin Kwan, Derek Gagnon, Nicole Duncan (ex officio)

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Sean McCartney, District Principal of Inclusion and Accessibility, Marni Vistisen-Harwood, Director of Facilities Services, Mike Knudson, Director of Human Resource Services, Andy Canty, Director of Information Technology for Learning, Connor McCoy, VPVPA

Partners: Jane Massy, CUPE 947, Shawna Abbott, CUPE 947, Lena Palermo, GVTA, Cindy Romphf, GVTA, Nyssa Temmel, VCPAC

A. COMMENCEMENT OF MEETING

This 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 Kwan

That the December 4, 2023 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved.

Motion Carried Unanimously

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

Moved by Trustee McNally

That the November 6, 2023 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

B.2. Business Arising from Minutes

None.

C. PRESENTATIONS TO THE COMMITTEE

Public

C.1. Tarrah Macdonald presented on current challenges with the public education system from her perspective.

C.2. Matt Christie presented on diversity, equity, and inclusion training for staff.

Staff

C.3. Deputy Superintendent Caldwell introduced District Principal McCartney who provided a presentation with an all levels focus on non-violent crisis intervention.

Principal Snow and Vice Principal Henry provided a presentation on Macaulay Elementary's non-violent crisis intervention training program.

Partners, staff, and Trustees had questions of clarification.

D. NEW BUSINESS

D.1. Policy 6163.1 Learning Resources

Associate Superintendent Aerts presented revised Policy 6163.1 Learning Resources.

Combined Education Policy and Directions & Operations Policy and Planning Committees
Meeting Minutes Dec 4, 2023

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Policy 6163.1 Learning Resources to the Policy Sub-Committee for further development;

AND FURTHER

Any recommendations will come to the Education Policy and Directions Committee meeting no later than February 2024.

Motion Carried Unanimously

D.2. Policy 5145 Police Questioning of Students in Schools

Trustee Duncan provided an update on status of the Policy.

E. NOTICE OF MOTION

- a. Trustee Kwan provided a notice of motion for the January 15, 2024 Education Policy and Directions Committee meeting agenda.

“That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to the Ministry of Education and Child Care with a request for additional funding for staff to complete DEI training in line with the K-12 Anti Racism action plan.”

F. GENERAL ANNOUNCEMENTS

None.

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1. Approval of the Minutes

Moved by Trustee Paynter

That the November 20, 2023 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

G.2. Business Arising from Minutes

None.

H. PRESENTATIONS TO THE COMMITTEE

None.

I. SUPERINTENDENT'S REPORT

I.1. Policy and Regulation 8400 Whistleblower Protection

Director of Human Resource Services Knudson provided an overview of revised Policy and Regulation 8400 Whistleblower Protection.

Trustees had questions of clarification.

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

Motion Carried Unanimously

J. PERSONNEL ITEMS

None.

K. FINANCE AND LEGAL AFFAIRS

K.1. Monthly Financial Report: November 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

K.2. Budget Change Report: November 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

L. FACILITIES PLANNING

L.1. Operations Update: November 2023

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.

L.3. Cedar Hill 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

None.

O. NOTICE OF MOTION

None.

P. GENERAL ANNOUNCEMENTS

None.

Q. ADJOURNMENT

Moved by Trustee Gagnon

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:52 p.m.

POLICY 6163.1

LEARNING RESOURCES

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

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

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

Greater Victoria School District

Approved: March 1982

Suspended: March 1992

Renamed and Revised: February 27, 1995

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY 6163.1

LEARNING RESOURCES

1.0 RATIONALE

The selection and use of Learning Resources must be consistent with the First Peoples Principles of Learning and the BC Ministry of Education and Child Care curriculum. In addition to the wide range of materials in the ~~provincial lists of recommended resources~~ **Education Resource Acquisition Consortium (ERAC)** and the grade collections, there are other appropriate resources which staff may select to meet the needs and interests of the student population.

The District supports the provision of a wide range of learning resources at varying levels of difficulty with diversity and appeal to meet the needs of students and teachers. Further, access to learning resources needs to be equitably available to all, with no cost as a barrier to knowledge.

2.0 DEFINITIONS

Learning Resources will refer to any person(s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes during instructional time. Learning resources include print and online materials.

3.0 POLICY

3.1 The District seeks to provide a wide range of learning resources with diversity of appeal and the presentation of different points of view, including Indigenous worldviews to meet the needs of District students.

3.2 The primary objective of learning resources is to support, enrich, and enhance the implementation of the curriculum.

3.3 It is the responsibility of district and school educational staff to provide students with learning resources that are appropriate to the needs, interests, and abilities of learners.

3.4 **The District believes learning resources should be available without charge.**

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

- 3.5 The District seeks to provide learning resources that promote a greater understanding among staff and students of the local Nations' history, territory, and contemporary matters.
- 3.6 The District seeks to partner with Elders, Knowledge Keepers, and community members to ensure that Indigenous ways of knowing and being are responsibly and respectfully integrated with learning resources and, where appropriate, reflected in learning resources.

3.7 Rationale for Learning Resources Selection

- 3.7.1 In selecting resource materials consideration will be made to include a wide variety of educationally appropriate materials that will provide for a range of teaching and learning styles. Priority should be given to Canadian and/or local content.
- 3.7.2 The resource fulfills the following social consideration principles by promoting diversity, appropriately representing the status areas of the BC Human Rights Code of race, colour, ancestry, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, and disability; incorporates diverse racial backgrounds and lived experiences, demonstrates equity, and reflects Indigenous, Black and People of Colour (IBPOC) voices; promotes respect for and understanding of inclusion and diversity in Canadian society; provides appropriate context for complex issues and demonstrates awareness of personal bias; emphasizes opportunities for critical thinking; and ensures that resources are current and do not contain offensive or stereotypical content except as needed to support learning about the effects of such damaging content.
- 3.7.3 All usages of materials will involve the teacher as the facilitator of learning as necessary; students will have some choice in materials selection for specific purposes, such as independent reading or research.
- 3.7.4 It is not expected that any single resource will be sufficient to teach a course; rather, a multimedia multifaceted approach is encouraged which integrates materials from different packages sources and media.

3.8 Criteria for the Evaluation of Learning Resources

Learning Resources will:

- 3.8.1 Be age and developmentally appropriate.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

- 3.8.2 Be evaluated for **relevance, accuracy**, reliability, and bias.
- 3.8.3 Reflect cultural responsiveness, safety, and societal diversity.

3.9 Procedures for Selection of Learning Resources

- 3.9.1 Responsibility for selecting and issuing learning resources in accordance with the criteria approved herein rests with the appropriate educational staff employed by the District.
- 3.9.2 The Superintendent or designate and principals have general responsibility for ensuring that the approved criteria are known and appropriately applied.
- 3.9.3 The Superintendent and Principal, who has statutory authority for the school's instructional program, may exercise a veto in resource selection.
- 3.9.4 In selecting learning resources, district and school educational staff will evaluate available resources and curriculum needs and will consult reputable **digital resources**, professional journals, catalogues, and periodicals. Whenever possible, the actual resource will be examined.
- 3.9.5 Gift materials shall be judged by the criteria outlined above and shall be accepted or rejected by those criteria.
- 3.9.6 Selection is an ongoing process which includes the removal of materials which are no longer appropriate according to the approved criteria for the selection of learning resources.

4.0 RESPONSIBILITIES

- 4.1 The Board delegates the responsibility for coordinating the selection of and making recommendations for the purchase of learning resources to the district or school educational staff.
- 4.2 In the professional judgement of the Principal and school educational staff, when an approved learning resource is considered "sensitive in nature" or has "the potential to offend", and a teacher(s) intends to use the resource, the school educational staff, in consultation with the Principal, may choose to provide notification to parents of students who will have access to or be exposed to the learning resource.

The notification to parents/guardians will provide information based on the age and maturity of the students in the class and may include:

- (1) Identify the learning resource
- (2) Provide a brief description of the content
- (3) Outline the purpose for the use of the resource
- (4) And the dates that the resource will be in the classroom.

5.0 REFERENCES

Sections 7, 8, 17, 20, 22, 65, 85, 168 School Act
Educational Program Guide Order MO 333/99

Greater Victoria School District

Approved: March 1982
Suspended: March 1992
Renamed and Revised: February 27, 1995
Revised xxxx, 2023

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: December 4, 2023

RE: **Policy and Regulation 8400 Whistleblower Protection**

Background

At the October 30, 2023 Regular Board meeting, Director of Human Resource Services Knudson presented a revised Policy 8400 Whistleblower Protection and a new Administrative Regulation 8400 Whistleblower Protection based on the template provided in BCPSEA's Public Interest Disclosure Policy Toolkit. The Board approved the revised Policy 8400 Whistleblower Protection and accepted the new Administrative Regulation 8400 Whistleblower Protection.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

Amendments to Public Interest Disclosure Regulation

On November 27, 2023, government passed amendments to the *Government Body Designation (Public Interest Disclosure) Regulation*. These amendments confirm that the *Public Interest Disclosure Act* will come into force for school districts on December 1, 2023, and also contain a significant change that will affect the application of the *Act* for school districts. Specifically, the following section will be added:

3. For certainty, director within the meaning of the Public Interest Disclosure Act does not include a trustee of a board of education established under Part 4 of the School Act.

Based on this change, BCPSEA has updated the Public Interest Disclosure Policy Toolkit to remove its application to school trustees (as well as other, smaller improvements to the document).

Districts are required to implement the updated Policy, Administrative Procedure, and Disclosure Form templates by November 30, 2023 (replacing previously implemented versions of these documents, if applicable). However, BCPSEA has recognized that the timeline for implementing the updated templates will be a challenge for school districts and have expressed the same to the Office of the Ombudsperson. Nevertheless, BCPSEA is recommending implementation of the updated templates as soon as possible.

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.

Recommended Motion

Director Knudson has updated Policy 8400 Whistleblower Protection and Administrative Regulation 8400 Whistleblower Protection based on the revised template provided in BCPSEA's Public Interest Disclosure Policy Toolkit. The updated Policy 8400 Whistleblower Protection and Administrative Regulation 8400 Whistleblower Protection are attached.

The following motion is recommended:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

Supporting Documents

Revised Policy 8400 Whistleblower Protection
Revised Administrative Regulation 8400 Whistleblower Protection

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.

POLICY 8400

WHISTLEBLOWER PROTECTION

Adopted: May 30, 2022
Revised: November 30, 2023
Frequency
of Review: Annual

1.0 RATIONALE

- 1.1 The Board of Education of School District No. 61 (Greater Victoria) is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The School District encourages and supports all employees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act ("PIDA").
- 1.2 The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.
- 1.3 This Policy applies to alleged wrongdoing related to the School District's operations or employees. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

2.0 DEFINITIONS

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

- 2.1 "Advice" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;
- 2.2 "Discloser" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 2.3 "Discloser" means an Employee or Trustee who makes a Disclosure;
- 2.4 "Disclosure" means a report of Wrongdoing made under this Policy;
- 2.5 "Employee" refers to a past and present employee of the School District;
- 2.6 "FIPPA" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 2.7 "Investigation" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;
- 2.8 "Personal Information" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;
- 2.9 "Personnel" means Employees and Trustees;
- 2.10 "PIDA" means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

- 2.11 "**Procedure**" means the School District's Administrative Procedure associated with this Policy, as amended;
- 2.12 "**Reprisal**" means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;
- 2.13 "**Trustee**" means a past or present member of the School District's Board of Education; and
- 2.14 "**Wrongdoing**" refers to:
- 2.14.1 a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
 - 2.14.2 an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
 - 2.14.3 a serious misuse of public funds or public assets;
 - 2.14.4 gross or systematic mismanagement;
 - 2.14.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

3.0 POLICY

- 3.1 The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- 3.2 The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- 3.3 Current or former employees may choose whether to report wrongdoing through the school district internal process or externally to the Office of the Ombudsperson. Current and former employees do not need to complete any internal school district process before contacting the Office of the Ombudsperson.
- 3.4 The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- 3.5 Only the BC Ombudsperson can investigate reprisal complaints from current and former employees under the Public Interest Disclosure Act. Where the Public Interest Disclosure Act does not apply, the reprisal complaint should be investigated through the school district process.
- 3.6 The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.
- 3.7 All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

4.0 REPORTING

- 4.1. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a public report concerning any Disclosures received, investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

5.0 RESPONSIBILITIES

- 5.1 **The Superintendent** is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees **and Trustees** concerning this Policy, the Procedures and the PIDA.
- 5.2 In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

6.0 REFERENCES

- 6.1 *Public Interest Disclosure Act, 2019* **(as amended November 27, 2023).**
- 6.2 *Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General*
- 6.3 *Regulation 8400 Whistleblower Protection*

REGULATION 8400

WHISTLEBLOWER PROTECTION

Adopted: October 30, 2023
Revised: November 30, 2023
Frequency of Review:

This Regulation outlines how the District will administer its Whistleblower Protection Policy. A sample copy of a disclosure form is attached as Appendix A.

1. DEFINITIONS

Capitalized terms in this Regulation have the meanings set out in the Policy, and the following additional terms shall have the following meanings:

1. **"Designated Officer"** means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section 5. of this Regulation, the Secretary Treasurer, ~~and the Chair of the Board of Education;~~
2. **"Disclosure Form"** means the form attached to this Regulation as Appendix A;
3. **"Ombudsperson"** means the Ombudsperson of British Columbia;
4. **"Policy"** means the School District's Whistleblower Protection Policy;
5. **"Protection Official"** means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
6. **"Respondent"** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
7. **"School"** means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
 - b. the teachers and other staff members associated with the unit, and
 - c. the facilities associated with the unit,and includes a Provincial resource program and a distributed learning school operated by a board;
8. **"Supervisor"** includes
 - a. an Employee's direct management supervisor,

- b. for school-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
- ~~c. for Trustees, the Board Chair or the Superintendent;~~
- 9. “**Urgent Risk**” arises where there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

2. WHO MAY MAKE A DISCLOSURE

- 1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
- ~~2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.~~
- 3. Reports received from members of the public, school trustees or from Employees ~~or Trustees~~ who were not employed by ~~or held office with~~ the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Regulation.

3. HOW TO MAKE A DISCLOSURE

- 1. An Employee ~~or Trustee~~ who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
 - a. that person’s Supervisor;
 - b. the Superintendent;
 - c. a Designated Officer other than the Superintendent; or
 - d. The Ombudsperson.
- 2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
 - a. a description of the Wrongdoing;
 - b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
 - c. the date or expected date of the Wrongdoing;
 - d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
 - e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
- 3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this

Policy or PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

4. HOW TO MAKE A DISCLOSURE ABOUT URGENT RISK

1. PIDA permits Employees ~~and Trustees~~ to make public disclosures if the Employee ~~or Trustee~~ reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee ~~or Trustee~~ must:
 - a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
 - c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - e. seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee ~~or Trustee~~ who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section 3 above.
4. If the Employee ~~or Trustee~~ decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee ~~or Trustee~~ is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

5. REFERRAL TO DESIGNATED OFFICER

1. Each Supervisor and any other Employee ~~or Trustee~~ who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
 - a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Regulation to any other Designated Officer;
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to a Designated Officer other than the Superintendent to assess whether the Disclosure falls within the scope of PIDA or this Policy. If so, then the Disclosure should be referred to Office of the Ombudsperson.

6. RESPONSIBILITIES OF THE DESIGNATED OFFICER

1. The Designated Officer is responsible to:
 - a. Receive and respond to any Disclosure;
 - b. Receive and respond to reports made about Urgent Risks;
 - c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
 - d. Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;
 - e. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
 - f. If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
 - g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
 - h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;
 - i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
 - j. Manage communications with the Discloser and Respondent;
 - k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8; and
 - l. Ensure that, in accordance with section 9 of this Regulation, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

7. RESPONSIBILITIES OF EMPLOYEES ~~AND TRUSTEES~~

1. All Employees ~~and Trustees~~ are responsible to:
 - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
 - b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Regulation and PIDA;
 - c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Regulation, and PIDA;
 - d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
 - e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
 - f. comply with the requirements of this Regulation and PIDA concerning Urgent Risks.

8. INVESTIGATIONS

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;

- c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - e. the Disclosure relates solely to a public policy decision;
 - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g. the Investigation may compromise another investigation; or
 - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section 3 above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- a. notice of any finding of Wrongdoing;
 - b. a summary of the reasons supporting any finding of Wrongdoing;
 - c. any recommendations to address findings of Wrongdoing.

9. **PRIVACY AND CONFIDENTIALITY**

- 1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Regulation and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 3. Any person who, in their capacity as an Employee **or Trustee**, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
- 4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees **and trustees** internally on a need to know basis.

10. REPRISALS

1. The School District will not tolerate Reprisals against Employees ~~or Trustees~~.
2. Any Employee ~~or Trustee~~ who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

Appendix A

Sample: Whistleblower Policy - Disclosure Form

INSTRUCTIONS

Before filling out this Disclosure Form, please review the School District's Whistleblower Protection Policy and Regulation (8400). Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email or mail to whistleblower@sd61.bc.ca or 556 Boleskine Rd, Victoria, BC V8Z 1E8.

PRIVACY STATEMENT

The personal information submitted in this Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Superintendent at whistleblower@sd61.bc.ca, 556 Boleskine Rd, Victoria, BC V8Z 1E8, or 250-475-4162.

CONFIDENTIALITY

Reports made under the Whistleblower Protection Policy and the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

COMPLETING THE DISCLOSURE FORM

The purpose of this Disclosure Form is to assist you in making a disclosure under the Whistleblower Protection Policy. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to

provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

DISCLOSURE REPORT

1. Are you a current employee of the School District?

☐ Yes ☐ No

2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

☐ Yes ☐ No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Whistleblower Protection Policy, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Whistleblower Protection Policy or the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- ☐ serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- ☐ an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;

- ☐ a serious misuse of public funds or public assets;
- ☐ gross or systemic mismanagement;
- ☐ knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another [policy or regulation](#) of the School District.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to the School District?

☐ Yes ☐ No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

TO: The Board of Education
FROM: Deb Whitten, Superintendent of Schools
RE: Superintendent's Report
DATE: December 11, 2023

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

Update

Appeal Bylaw 9330.1 – Review Bylaw and Associated Feedback Forms

- As per Bylaw 9330.1 Section VIII. Review Process, each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (see Bylaw 9330.1, attachment 2). This feedback will be reported to the Board of Education annually and utilized when reviewing this bylaw and when developing new procedures to ensure mechanisms for ongoing annual reporting feedback from Bylaw 9330.1, and that the Appeal Process remains balanced and fair.
 - In 2023, two Appeals were heard; no feedback was received from the Appellants.

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

- Cedar Hill Middle School Event with Ministry of Education and Child Care – November 27, 2023
- Accessibility Advisory Group Meeting – December 13, 2023

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

- Regular individual meetings with Esquimalt Nation; Métis Nation of Greater Victoria; and Urban Peoples' House Indigenous Advisory
- Meet bi-weekly with the Director of Indigenous Education

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

- Grade 2 Diving 94F – December 5, 2023
- Meeting with Educational Psychologists – December 11, 2023
- Monthly Meeting with the Board Chair and Vice-Chair – December 13, 2023
- Zoom Meeting with the Ministry of Education and Child Care – December 13, 2023

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.

Gratitude: The Superintendent would like to thank the following:

- Financial Services Department for their preparation and planning for the 2024-25 Budget Process.
- English Language Learners Department for hosting a welcome dinner and evening for over 200 Arabic speaking families.
- Staff and students at Cedar Hill Middle School for hosting the Ministry of Education and Child Care event.
- 94 FORWARD for their support in providing boxing and diving opportunities for our students.

Recommended Motion:

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

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.

BYLAW 9330.1

APPEAL PROCESS

Preamble

In the spirit of administrative fairness, the Greater Victoria School Board welcomes members of its educational community to express their questions, complaints or concerns to the appropriate authority.

As described in Section 11 of the *School Act*, the Greater Victoria School Board supports and recognizes the right of the student, parent or guardian to appeal a decision of an employee(s) of the Board which significantly affects the education, health, or safety of the student. The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

The Greater Victoria School Board encourages students, parents and guardians to pursue a resolution of any questions or concerns through the problem-solving process set up under Policy and Regulation 1155 *Complaint Process for a Resolution of Concerns*.

- I. The following decisions shall be considered to significantly affect the education, health or safety of a student:**
- a) Disciplinary suspension from school;
 - b) Placement in an educational program (this does not refer to classroom or teacher preference);
 - c) Grade promotion or graduation;
 - d) Refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older; and,
 - e) Any other decision which significantly affects the education, health or safety of the student will be considered on a case-by-case basis.

II. Written Notice of Appeal

Every appeal to the Greater Victoria School Board must be commenced by a written Notice of Appeal form (see [Bylaw 9330.1 attachment 1](#)). This form may be obtained from the school or district administration office. It must be completed in full and submitted to the Superintendent of Schools in care of Community@sd61.bc.ca. Assistance required in filling out this form is available upon request from the Greater Victoria School Board Office at 250-475-3212.

III. The Appeal Process

Upon receipt of the Notice of Appeal, the Superintendent will notify the Board of Education who will meet as soon as practicable to:

- a) Determine whether the appeal meets the threshold set out in Section 11(2) of the *School Act* of a decision by an employee that significantly affects the education, health or safety of a student;
- b) In the event that the appeal does not meet the Section 11(2) threshold refer the appellant to the appropriate complaint resolution process; or
- c) In the event the appeal does meet Section 11(2) threshold;
 - i. Refer the appeal to the Appeal Sub-Committee for investigation;
 - ii. Require the appellant to meet with the Superintendent or designate prior to further consideration; or
 - iii. Convene a meeting of the Board of Education to hear the appeal.

The Board of Education will promptly report its decision and the reasons for the decision to the appellant.

IV. Appeal Sub-Committee

The Appeal Sub-Committee is established under Section 11(5) of the School Act and its members will be appointed by the Board of Education, and its membership will include:

- a) Deputy/ Associate Superintendent or Director of Instruction;
- b) Trustees;
- c) Principal or Vice Principal.

The Sub-Committee may invite oral or written submissions.

The Sub-Committee will conduct an investigation and provide a recommendation on the appeal to the Board of Education within 21 days of receipt of the Notice of Appeal.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

The Board of Education shall promptly notify the appellant in writing of the Sub-Committee's recommendation and the reasons for the recommendations. If the issue is not resolved by the Sub-Committee, **the Board of Education must hear the appeal within 45 days of the date the Notice of Appeal was received.**

V. Meeting with Designated Employee(s)

If the appellant is required by the Board to meet with an employee, the Superintendent of Schools or designated employee(s) will gather all information relevant to the appeal and will meet with the appellant and attempt to resolve the appeal. If there is no resolution, the Superintendent of Schools will notify the Board of Education within 21 days of receipt of the Notice of Appeal that the appellant request to take the Appeal to the Board of Education. The appellant may be accompanied by a support person of their choice.

VI. Board of Education Appeal Hearing

- a) If an appeal hearing is granted the Board of Education will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that the appeal hearing will occur. **The appeal hearing will be scheduled at a time that provides for the Board of Education to make a decision within 45 days of the date the Notice of Appeal was received.** In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have their story heard and to ensure that all relevant information has been considered.
- b) The appellant may be accompanied by a support person of their choice.
- c) The Board of Education must confine its deliberations to the decision being appealed.
- d) The Board of Education shall make a decision and that decision shall be deemed the final decision. The Board of Education shall notify in writing the appellant of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

VII. Protection from Reprisals

The Board of Education will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

evidence of reprisal, the Board of Education will take immediate steps to remedy the situation.

VIII. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (see [Bylaw 9330.1, attachment 2](#)). This feedback will be reported to the Board of Education annually and utilized when reviewing this bylaw and when developing new procedures to ensure mechanisms for ongoing annual reporting feedback from Bylaw 9330.1, and that the Appeal Process remains balanced and fair.

IX. Avenues Beyond This Appeal Process

If the appellant believes that the process has been unfair, the appellant may file a complaint with the Office of the Ombudsperson British Columbia and/or appeal to the superintendent of appeals under Section 11.1 of the *School Act*. This appeal avenue will be included in the notification of the Board's decision.

Greater Victoria School District

Adopted: April 26, 1993

Revised: December 13, 2021

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

BYLAW 9330.1 (attachment 1) Appeal Process

Please email to: **Superintendent of Schools**
Greater Victoria School District #61
Community@sd61.bc.ca

NOTICE OF APPEAL

This form constitutes a written notice of appeal and must be completed in full and submitted to the Superintendent (see above). Appellants should read Bylaw 9330.1 – Appeal Process Bylaw prior to completing this form. Upon receipt of the Notice of Appeal form, the appellant will be informed of the steps in the appeal process.

Assistance in filling out this form is available upon request from the Greater Victoria School Board Office by calling 250-475-3212.

1. Information about the person(s) filing the appeal:

Name: Parent/Guardian

(First) _____ (Last) _____

Name: Student

(First) _____ (Last) _____

Address:

(Street) _____

(Postal Code) _____ (Phone) _____

Student birth date: (Year) _____ (Month) _____ (Day) _____

School: _____ Student Grade: _____

2. List the employee(s) whose decision is being appealed:

Employee Name

Employee Position/Job

_____	_____
_____	_____
_____	_____



List the employee(s) with whom you have consulted about the decision:

Employee Name

Employee Position/Job

3. Information about the decision being appealed:

Dates you were informed of the decision: _____

Describe the decision: _____

4. Give reasons for appealing the decision:

Suggest a solution, which would satisfy you:

Signature of the Parent/Guardian

Date Appeal Submitted

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

BYLAW 9330.1 (attachment 2) Appeal Process

Please mail to: **Board Chair, Greater Victoria School District 61**
556 Boleskine Road, Victoria, BC V8Z 1E8

FEEDBACK ON THE PROCESS OF APPEAL

This feedback may be given anonymously, or the appellant/employee whose decision was appealed, may provide their identifying data. Information so shared will be utilized in the review process for Bylaw 9330.1

1. Name: *optional*

(First) _____ (Last) _____

2. Please check one:

☐ Parent ☐ Guardian ☐ Student ☐ Employee

3. Were your concerns welcome? _____

Were they taken seriously by the School District? _____

4. Were you made to feel as comfortable as possible under the circumstances?

5. Were you assisted in clearly addressing your concern(s)? _____

6. Did you have all the information relative to the decision being made as soon as was possible?

Did you have to ask for the information? _____

7. Did you feel your views were sought before decisions were made?

8. Did you feel your views were taken into account in the final decision?

9. Were the decisions made adequately explained to you? _____

10. Did you feel that the Appeals Process was clear in its steps and requirements? _____

If not, how would you suggest clarifying them? _____

11. Do you have any comments that would help the Educational Community ensure a fair and user-friendly process for appeals? _____

Thank you.

cc. Board of Education, School District No. 61

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education
FROM: Katrina Stride, Secretary-Treasurer
DATE: December 11, 2023
RE: **Monthly Report**

Purpose

The purpose of this report is to update the Board on some of the activities of the Secretary-Treasurer since November 27, 2023.

Activities

- Meetings with community partners
- Meetings with legal counsel
- Daily and weekly Senior Leadership Team meetings
- Weekly Chair Superintendent agenda setting meetings
- Weekly Superintendent meetings
- Weekly Budget meetings
- Bi-weekly Vic High construction project meetings with Facilities and School Principal
- Bi-weekly Facilities and Superintendent meetings
- Monthly Standing Committee and Board meetings
- Monthly District Leadership Team meeting
- Monthly Child Care meeting
- Annual Greater Victoria Foundation for Learning meeting

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.

SECTION 72 REPORT

The Board of Education discussed the following matters:

- Facilities
- Administration
- Personnel
- Property