



**AGENDA**

**January 10, 2013 – 7pm**  
**District Resource Centre**  
6843 Central Saanich Road  
Victoria BC V8Z 5V4

- 1) Welcome and Introductions
- 2) Approval of the Agenda
- 3) Approval of the Minutes – Attached
- 4) Report from Board Office – Keven Elder
- 5) Reports from STA – Sean Hayes
- 6) Reports from CUPE – Nathan Stevens
- 7) Reports from COPACS executive
  - a. President: Nancy Borden
  - b. Board Committee rep: James Taylor/Barb Schultz (attached)
  - c. Treasurer – Tom Nieman
- 8) Old Business
- 9) New Business
- 10) Next Meeting – Feb 7, 2013 – 7pm
- 11) Motion to Adjourn



## General Meeting Minutes - **DRAFT**

DEC 6/12

### 1. Welcome & Introductions

#### Attendees:

COPACS – Nancy Borden, Barb Schultz, Cathy Fountas, Sarah Ommundsen, James Taylor, Tom Neimann  
SD63 – Tim Dunford, Monica Schulte STA – Don Peterson, Marnie Scaife CUPE- Dean Coates  
COPACS Reps- Maegan Thompson, Kim Currie (CPF), Amanda Hippolt

### 2. Special Presentation: 1000x5 Project Presentation – Daphne McNaughton

#### (ADDED to Agenda)

- Daphne gave a presentation on 1000x 5 book project for young readers.
- Asked for help to promote this campaign at all school levels.
- The hardest books to find are for 0-2 yrs old and are in biggest demand.
- There are a lot of families who are struggling right now and can't get to libraries.
- Reading to children is less frequently part of the evening routine in busy families today.

### 3. Approval of Agenda & Minutes

Agenda 1<sup>st</sup> Maegan T and Barb Schultz

#### Minutes: Corrections

- change required to identify Steve Cooper as COPAC executive
- 2<sup>nd</sup> Motion: should read \$500 for Darren Laur 1<sup>st</sup> Tom N. 2<sup>nd</sup> James T Motion passed.

### 4. Reports from COPACS Executive

**President: Nancy** - School Board trustee appointments: Wayne H. is again chair and Jim S. is vice chair

**Committee Reps: James & Barb** - discussed Nov 6/12 Board Committee meetings.

#### Finance:

- Stelly's Boulder Gym - just costs of operating the gym for a special competition is being charged in one circumstance.
- School Budget Surpluses: eg 1% for Lochside and 29% for Prospect Lake...why so much ?
  - o Some of the surplus is earmarked amounts carried over for special purchase items and events
  - o 11 schools had over 10% surplus and were required to report details to the board.
- District considering joining Fortis in a heating agreement...i.e. selling boiler rooms contents in return for heating at fixed cost. Two other districts are in preliminary stage of agreement.
  - o Board has approved to review the opportunity to see how it would benefit savings and allow for maintenance of older infrastructure and exchange them for higher efficiency equipment.
  - o Lots of issues still being reviewed legally and logistically

#### Policy:

-1120 School Planning Council - due to Bill 22 the consultation with SPC regarding class size and composition is no longer required and the policy also needs to be amended to reflect the three year life cycle of school plans. Policy up for feedback in January.

#### Ed Directions:

Committee of the Whole this past month.

- Lots of new projects eg) learning commons in secondary schools, Parklands Marine institute, Claremont project 10 : learning system across courses
- Positive feedback regarding committee of the whole approach to Ed Directions.

### **Treasurer: Tom**

General Account : 4 531.84 approx

Gaming Account : 8 138.09 approx

Budget proposal: ~ \$12,600 in both accounts and suggest that we leave \$2000 in each by the end of the year and thus currently have \$4000 unallocated (General\$ 2400, Gaming \$1600).

- Suggested by Sarah O. that the executive and reps to work on a wish list of items or speakers to spend the \$4000 unallocated. To be added to January activities.

### **5. Reports from STA**

Sean Hayes – Regrets

Don Peterson VP

- Quality Public Education flyer distributed to the group
- Also would like to work with COPACS to organize a couple of upcoming provincial candidates meeting in 2013

Marnie Scaife

- STA has 2 monthly focuses and this month it was on diversity and poverty
- FSA in February and the parents can go to BCTF webs to print out form to excuse child from FSA

### **6. Report from Board Office – Monica Schulte (Board Secretary/Treasurer)**

#### Budget 2013-14 Process

- Timeline of budget on 2013-14 & same process as last year :
- three budget advisory committee meetings Feb 12, March 26, April 16<sup>th</sup> for all partner groups
- two public meeting April 3<sup>rd</sup> at Bayside, April 24<sup>th</sup> Public consultation at Bayside
- because it is an election year, this time might be uncertain between the preliminary budget on May 1<sup>st</sup> and then election May 18<sup>th</sup> and final budget in June.
- use of contingency amount will be suggested again so that some funds are held off until September for prudent spending once the enrolment is finalized.

#### School Calendar 2013-14

- Public feedback opportunities will be in New Year after January board meeting.
- in light of the fact that this proposed calendar must be approved prior to the results of 2013's two week break to be analyzed, Cathy presented some research on median family earnings in Saanich from 2006 and the cost of living from BC govt website and found that an extra week off would likely be a serious financial burden to many families in our district .
- Maegan commented that an expectation of budget savings would be a prerequisite to validate an extra one week closure and also that Saanich district should find a way to support families in need. E.g./ Life program.
- Nancy requested that an accounting of responses that are sent to board should be made public and to COPACS eg) tally of for and against.
- What is the overall benefit to the district and our students if there is likely no cost savings realized and that the instructional time of one week is spread over months in inefficient few minute allocations.

### **7. Reports from CUPE- Dean Coates**

- \$500 donation to GSA (Gay/Straight Alliance) at Claremont from CUPE and another \$500 from BC CUPE
- bargaining proposal provincially is having ups and downs and CUPE is not intending to settle for triple zeros this time.

**8. Old Business**

None

**9. New Business:**

**January 2013**

- create a committee for upcoming elections and all candidates meetings
- work together on wish list

Motion to dismiss: Barb and Amanda

# Education Directions Committee Report

Jan 8, 2013

Report is presented in same order as Agenda; meeting order jumped around to accommodate personnel needs.

**A. Presentations and Questions:** None

**B. Items for Discussion:**

1. ERASE Bullying Strategy Update (Nancy Macdonald)

**ERASE – Expect Respect and a Safe Education**

Saanich is well on the road to incorporating many of the components of the ERASE program. SD63 shared the newly developed Community Threat Assessment Protocol draft with partners and community groups in December 2012 for feedback and editing, for a final draft to come to the Board in February. Many District administrators and community agency representatives have undergone Threat Assessment training, and elementary administrators will receive training later in January. Saanich has a new team, the Safe Schools Advisory Team that will implement the ERASE program and address emerging issues relating to bullying. The new ERASE bullying online reporting tool is up on the District website and all school websites and is operational (small number of reports in, and they have been followed up).

**Codes of Conduct**

Schools have been asked by the Ministry to review and strengthen their Codes of Conduct, as not all schools in the province have codes of conduct and some are very weak. SD63 understands the Ministry is referring to strengthen Codes of conduct particularly in reference to consequences for bullies; SD63 believes that their Codes of conduct are very strong and that their restorative practices will continue to be the values and actions with students. School staff will be receiving Professional Development on the topic of bullying.

**Student Forum on Safe and Caring Schools**

A full day student forum on Safe schools took place in December for all middle and secondary schools (including SIDES and ILC), with teacher/administration support from each school. Students were asked to tell what they knew and what they imagine to be an even better environment could look like, and created a list of possible actions for schools to do. Each school made a commitment to one specific action they could carry out in their school. A “wordle” was created from brainstorming, too. Management staff will follow up with each of these student groups, in their respective schools to see how their chosen action is being implemented.

Staff have a heightened awareness of school safety challenges, are reviewing procedures for lockdown and are learning how to better address bullying and threats; e.g. elementary schools are starting to be more involved in practicing lockdown procedures.

2. South Island Partnership (SIP) Update (Nancy Macdonald)

SD#63 has a significant number of students involved in dual credit courses ---- credit for both post-secondary and high school, while in high school, e.g. in Trades, academics (AP courses), TASK.

**C. Items for Recommendation:**

1. 2013/14 Proposed Local Calendar

Staff recommendation that the Board approve that the proposed local calendar be shared with the partners and public for feedback to be received by February 19, 2013.

Historically there was a standard school calendar and districts reported their local calendar by May. As there is no standard school calendar now, school districts must adopt a local school calendar by the end of March. Next week the Board will make a motion to publish and send out the 2013-14 local school calendar to partner groups and the public for feedback between Jan 18 and Feb 19<sup>th</sup>. Unfortunately the feedback for next years' calendar will be in before we have experienced the current school calendar that has the 2 week break in March.

With respect to the school calendar, COPACS raised the concern regarding the number of “instructional days” during exam periods that students with special needs, not writing exams, are not at school or under direct educational supervision by school district staff. (1<sup>st</sup> semester exams = 5 days and 2<sup>nd</sup> semester = 10 school days, or total of 15 days/3 weeks.) As no other programs (MCFD, etc.) are available for many of these students, the financial burden of caring for their students with special needs falls on the parents. District staff will look into the District Secondary school practices and report back to the committee.

2. Foundation Skills Assessment (FSA) Letter to Parents/Guardians

Staff recommendation that the Board approve the 2013 FSA parent letter to be distributed.

This year's letter is unchanged from last year other than dates. FSA testing is province wide and is not an optional exam. Parents may request that principals excuse their children from the FSA if they meet one of the criteria (family emergency, extended illness or extenuating circumstances). A concern was raised by the Saanich Teachers Association that the act of having school administrators contact parents to discuss their request for exempting their children could be (and purportedly by some parents last year was)

experienced as being coercive and or intimidating. District administrators indicated that they had not received parent complaints about the phone calls.

### 3. BAA Courses: Claremont

Staff recommendation that the Board approve or deny the following Board Authority Authorized course submitted by Claremont Secondary School; Astronomy – grade level 11.

Rationale for the Astronomy course is to expand academic elective options for students, especially those planning to continue on in post-secondary education, provide a stand-alone course in Astronomy for interested students (since astronomy is only taught in Secondary school as a portion of the overall Gr 9 Science curriculum), and take advantage of local resources and opportunities ( i.e. the Dominion Observatory and the UVIC astronomy department). The Astronomy course received positive support from the committee.

### **D. Items for Information:**

#### 1. Education Directions Overview Calendar

No International program presentation February 4, due to busy time of year; meeting will be about student achievement.

2. The following research project has been approved; ‘Teachers Reactions to Learning Commons Models in Secondary Schools’ submitted by Lindsay McCunn

#### 3. Revised 2012/13 Non Instructional, Early Dismissal and Exam Dates Schedule

One elementary school required a change in early dismissal dates.

### **E. Future Agenda Items:**

**A. Presentations and Questions:** None

**B. Items for Discussion:**

**1. Briefing Note regarding Cooperative Gains Savings** (Monica Schulte)

School Districts received a letter from the Minister of Education on Dec 3, 2012 requesting that each district come up with a plan to find 1.5% in savings from their budget, in 2 consecutive years. The Ministry would like to fund CUPE wage increases by reducing operational costs of individual boards. If retroactive to last collective agreement (July 1, 2012) the cost pressure for SD63 would be \$200,000 for 2012/13 and \$400,000 beginning in 2013/14 and beyond. The Ministry can negotiate compensation increases with CUPE if the negotiated wage increases are offset by savings from operations cost reductions, increased efficiencies, service redesign or increases in revenue. Cooperative gains mandate places restrictions on districts, namely: savings must meet budget targets, savings must not be generated by transferring costs to the public, and savings must not be generated by reducing service levels to the public.

Half of the districts have already sent letters to the Minister, and to date none of the districts have found savings thus far. After much discussion from trustees, the Fin. & Fac. Committee is to prepare a letter for the Board meeting next week, with the message that the District is already stretched to deliver service of quality education to students and will be facing several other budget pressures (funding protection will be decreased again, teacher pensions increase, etc ) next year, therefore it needs to be the provinces' responsibility to fund any negotiated increases. Sean Hayes, from Saanich Teacher's Association, indicated that this is only a portion of staff that would be receiving wage increase, and certainly his group, the teachers, would be wanting to get a similar increase. Also, if some School Boards do find savings by mid-January, then their support staff will receive increase in wages and perhaps the Boards that don't indicate a savings by mid-January their support staff won't receive the increase. This item will be at Board meeting next Wednesday for discussion with full Board to determine how to respond to Minister of Education.

**C. Items for Recommendation:**

**1. Capital Project Bylaw No. 126547 (two school buses)**

Staff recommendation that the Board approve the Capital Project Bylaw No. 126547 in the total amount of \$243,827 (for two school buses).

This is basically a formality. School Districts have been provided school bus replacements based on the latest school district capital plans placed October 2012.

**2. Fortis Thermal Energy Services Proposal**

Staff recommend that the Fortis Alternate Energy Services (FAES) memorandum of understanding be terminated at Phase 1, unless FAES returns with guarantees to energy reductions proposals and other changes in proposal. Committee agrees with staff recommendation, as not much benefit to Saanich and too much risk.

**3. 2012/13 Final Ministry of Education Grant**

Staff recommend that the Board have management prepare a 2012/13 amended annual budget to include these changes and the changes approved by the Board at the October 10, 2012 board meeting for the use of contingency and some of the unrestricted operating surplus, for submission to the Ministry of Education by the February 28<sup>th</sup>, 2013 due date.

The Ministry of Education provides the final operating grant to school districts in December and is based on actual student enrolment; this was predictable (as we are in funding protection) and overall amount no different than anticipated.

**D. Items for Information:**

**1. Statement of Financial Information (SOFI) for the year ended June 30, 2012.**

School District required to report any payments to vendors >\$25,000 and salaries >\$75,000.

**E. Future Agenda Items:** None

