

OPERATIONS, POLICY AND PLANNING COMMITTEE

Tuesday, October 14, 2014 at 7:30 P.M.

REGULAR MEETING

OPPS Agendas and Minutes available at:

<http://www.sd61.bc.ca/opsmeetings.aspx>

NEXT OPPs MEETING IS SCHEDULED FOR:

Monday, November 10, 2014 at 7:30 P.M.

Board of Education of School District #61 (Greater Victoria)

OPERATIONS, POLICY AND PLANNING COMMITTEE

Regular Agenda for Tuesday, October 14, 2014 – 7:30 p.m.
Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Leonard

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.

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			Pgs. 1
2. APPROVAL OF THE MINUTES			Pgs. 2-4
1. Combined Education Policy Development and Operations, Policy and Planning Committee Meeting of Monday, September 8, 2014			
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS			
A. Rob Paynter, Concussion Awareness & Education Policy			
5. SUPERINTENDENT'S REPORT			
A. Introduction of Student Representative	Sherri Bell	Information	Verbal
B. Enrolment Update	Sherri Bell	Information	Verbal
6. FINANCE AND LEGAL AFFAIRS			
A. Policy 4144.1 Workers Compensation	Kim Munro	Motion	Pgs. 5-6
B. 2015-2016 Budget Planning Cycle	Debra Laser	Information	Pgs. 7
C. Bylaw 9360 General Meeting of the Board	Elaine Leonard	Motion	Pgs. 8-11
D. Bylaw 9360.01 Question Period During General Meetings of the Board of Education	Elaine Leonard	Motion	Pgs. 12-14
E. Digital Recording of Board Meetings	Elaine Leonard	Motion	Pgs. 15
7. NEW BUSINESS/NOTICE OF MOTIONS			
A. Trustee McNally - Bylaw 9360.2 Meetings of the Standing Committees			

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9360.2 Meetings of the Standing Committees by adding to the Operations Policy and Planning Committee agenda outlined at B.3., after "Board Room, Administration Offices - Tolmie Building" the following statement: "Standing Committees welcome questions and comments from the public throughout the meetings. Please raise your hand for recognition from the Chair." and that this statement be included in the same place on all Education Policy Development Committee agendas.

B. Trustee Nohr - Trustee Elections

That the Board of Education of School District No. 61 (Greater Victoria) send an email to all employee groups with a reminder that the district email may not be used at any time during the current civic election (Sept. 30, 2014 to Nov 15, 2014) for political purposes including recommending or endorsing specific candidates

8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

9. ADJOURNMENT



**Combined Education Policy Development Committee
and
Operations, Policy and Planning Committee Meeting
September 8, 2014 – Goward House, 2495 Arbutus Road**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Operations, Policy and Planning Committee, Catherine Alpha, Tom Ferris, Edith Loring-Kuhanga, Michael McEvoy, Diane McNally, Deborah Nohr, Peg Orcherton, Bev Horsman

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Shelley Green, Associate Superintendent, Seamus Howley, Director of Facilities, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:02 p.m.

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

Chair Leonard welcomed new student representative, Kelsey Hoi, from Mount Douglas High School, to the meeting.

1. APPROVAL OF THE AGENDA

It was moved:

That the September 8, 2014 regular agenda be approved with the addition of two items under 5.D. Public Disclosure of In-Camera Items.

Motion Carried

Chair Leonard advised Trustee Loring-Kuhanga that the matter of Clause E.80 of the Framework Agreement between the British Columbia Public School Employers' Association (BCPSEA) and the British Columbia Teachers' Federation (BCTF) is a labour relations bargaining issue that was discussed at the special in-camera board meeting earlier this evening and is not a topic for the public committee meeting.

2. APPROVAL OF THE MINUTES

It was moved:

That the June 2, 2014 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

Trustee Orcherton advised that the voting record with respect to Item 9.A. of the June 9, 2014 Operations, Policy and Planning meeting minutes was incorrect and that in fact she had voted in favour of the motion and did not abstain. Secretary-Treasurer Laser advised that the minutes would be corrected.

It was moved:

That the June 9, 2014 Operations, Policy and Planning Meeting regular minutes be approved with the correction to the voting record for Item 9.A..

Motion Carried

3. BUSINESS ARISING FROM MINUTES

Trustee Horsman advised that she would be providing a Notice of Motion at the next Education Policy Development Committee meeting with respect to writing a letter in support of the Community Literacy Plan.

4. EDUCATION POLICY DEVELOPMENT COMMITTEE - None

5. OPERATIONS, POLICY AND PLANNING COMMITTEE

A. PRESENTATIONS - None

B. SECRETARY-TREASURER'S REPORT

1. Bylaw 9360 and Bylaw 9360.2

Secretary-Treasurer Laser explained that due to job action it may be necessary to cancel future Board and Committee meetings and recommended the following motion with respect to Bylaw 9360, General Meeting of the Board and Bylaw 9360.2, Meetings of the Standing Committees. Discussion ensued amongst Trustees with questions of clarification being asked of Secretary-Treasurer Laser.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to cancel regularly-scheduled meetings at the call of the Board Chair in consultation with the respective Standing Committee Chair in the event that the strike continues unless there are agenda items that require immediate attention.

Motion Defeated

For: Trustee Horsman

Against: Trustees McNally, Loring-Kuhanga, Nohr, Alpha, McEvoy, Orcherton, Leonard and Ferris

C. FACILITIES PLANNING

1. Victoria High School Field Update

Randi Falls, Principal of Victoria High School updated the Committee with respect to the Multi-Purpose Sports Facility project. The project was first initiated in 2007 and since that time there has been dialogue with a number of neighbourhood groups who would like to participate in funding, including the City of Victoria. The total estimated cost of the project is approximately \$5.5 million and the City of Victoria has approved a matching grant of \$250,000. The present amount of fundraising sits at \$179,000. Ms. Falls outlined the next steps for this project and answered questions from Trustees.

2. Capital Projects

Seamus Howley, Director of Facilities Services, updated the Committee with respect to the work completed on the major capital projects in the District as follows:

- The \$9.0 million seismic upgrade at Quadra Elementary is nearing completion and the school is ready to receive students.
- Phase one of the \$3.0 million seismic upgrade at Tillicum Elementary was completed this summer, and the plan is to complete the seismic upgrade next summer.
- The \$5.0 million seismic upgrade of George Jay Elementary has begun and will be completed by September 2015. The students have been temporarily re-located to the former Richmond Elementary while the work is underway.
- The Oak Bay High School Replacement Project is ahead of schedule and on target to open in September 2015. Discussion ensued amongst Trustees with questions being asked of Mr. Howley.

D. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

Chair Leonard reported out the following motion from the Special In-Camera board meeting that was held prior to this evening's committee meeting:

That the Board of Education of School District No. 61 (Greater Victoria) publically calls upon BCPSEA to agree to binding arbitration without preconditions in the current labor dispute between BCPSEA and the BCTF. And, further that any cost associated with an arbitrated settlement be borne in totality by the BC Provincial Government and that no costs be down loaded to BC Boards of Education.

Chair Leonard further reported out that the Board of Education of School District No. 61 (Greater Victoria) would be sending an Open Letter to the Community regarding the current labour dispute between BCPSEA and the BCTF and to watch for the letter in the media and on the District website in the next few days.

E. NEW BUSINESS/NOTICE OF MOTIONS - None

F. GENERAL ANNOUNCEMENTS - None

G. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 7:50 p.m.



HUMAN RESOURCE SERVICES

556 Boleskine Road, Victoria, BC V8Z 1E8
Phone: 250-475-4191 / Fax: 250-475-4113

TO: Operations, Policy & Planning Committee

FROM: Kim Munro
Director, Human Resource Services

DATE: October 14, 2014

RE: **Policy 4144.1 Workers Compensation**

The updated Policy 4144.1 is being provided for your consideration.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4144.1, Workers Compensation.



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

POLICY 4144.1

WORKMENS COMPENSATION

~~Any employee who is prevented from carrying out his regular duties by reason of an accident compensable within the Workmen's Compensation Act shall receive from the Board the difference between his or her full salary and the Workmen's Compensation Board payment as long as the accumulation of sick leave benefits permit. This "difference" shall be charged against the employee's sick leave on the basis of 1/4 the number of days absent.~~

Employees covered by the CUPE Collective Agreement who are prevented from carrying out their regular duties by reason of an accident compensable with the Workers' Compensation Act shall receive their normal net salary for a period of not more than fifty-two (52) weeks as long as their compensation benefits are assigned to the Board of Education.

All other employee groups who are prevented from carrying out their regular duties by reason of an accident compensable with the Workers' Compensation Act shall receive their normal gross salary for a period of not more than fifty-two (52) weeks as long as their compensation benefits are assigned to the Board of Education.

Greater Victoria School District

Adopted: March 19, 1973

Revised: October, 2014

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**School District No. 61 (Greater Victoria)
2015/2016 Budget Plan**

Date	Meeting/Event	Action
2014		
July 15	Achievement Contract to Ministry	District goals established
October & November	Superintendent/Principals/School Planning Councils	School planning and goal setting
October 22 to November 14	Public input requests to determine priorities Meet with Principals to get budget priorities	Letter from Superintendent to SPCs and partner groups
2015		
January 12 (Mon)	Operations Policy and Planning Committee meeting	Summary of input received to determine priorities
<i>March 9 - 20</i>	<i>Spring Break</i>	<i>Schools closed</i>
March 15	Detailed announcement of School District funding from Ministry	2015/2016 District financial position determined
<i>March 23 (Mon)</i>	<i>Regular Board meeting</i>	
March 25 (Wed)	Public Board budget meeting	Public Board budget presentation
March 26 - April 1	SPCs and partner groups review and provide feedback on budget proposals	Feedback is developed
April 1 (Wed)	Special budget meeting to receive public input	Round table budget discussion
<i>April 3 - 6</i>	<i>Easter Weekend</i>	<i>Schools closed</i>
April 8 (Wed)	Special budget meeting to receive public input	Public budget input presentations
April 13 (Mon)	Operations Policy and Planning Committee Special Budget meeting	Public budget input presentations
April 22 (Wed)	Special Board meeting to debate and approve the annual budget	Approval of the 2015/2016 annual budget bylaw



BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

October 14, 2014

TO: Operations, Policy and Planning Committee
FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee
RE: **Bylaw 9360 General Meeting of the Board**

The final draft of Bylaw 9360 *General Meeting of the Board* is presented to the Operations, Policy and Planning Committee for discussion and recommendation to the Board of Education.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9360 *General Meeting of the Board* at the October 20, 2014 Board of Education meeting.

Motion to be Carried Unanimously

Recommended Motion:

That the revised Bylaw 9360 *General Meeting of the Board* be:

Read a first time the 20th day of October 2014;
Read a second time the 20th day of October 2014;
Read a third time, passed and adopted the 20th day of October 2014 and that the revised Bylaw 9360 be enacted effective January 2015.

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 shall meet in general session on the third Monday of each month except where the third Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board in general session, the Board, as elected, shall meet for the first time on the first Monday in December, after the official results of the election of trustees shall have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District.
3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general meeting of the Board, in addition to the regularly scheduled meetings of the Board, upon not less than forty-eight hours' notice in writing to all trustees.
4. A special general meeting of the Board may be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.
5. The following procedural matters will be implemented:
 - The meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.
 - The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:

- * general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 11:00 p.m., save as may be extended by majority consent
 - * Starting the meeting on time
 - * The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (these numbers may be extended at the discretion of the Chair)
 - * No public debate with presenters; information only will be received
 - * The Question Period is limited to 15 minutes
 - * Limiting the total public time to 45 minutes
6. Wherever possible, the public will be encouraged to attend a Committee meeting rather than a Board meeting. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.
 7. In the event that the Board shall fail to conclude the business of the agenda by the time of adjournment the Chair may designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.
 8. There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board in general session.
 9. The agenda shall be prepared and circulated by the Chair of the Board.
 10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.
 11. The Agenda shall contain the following:
 - A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes

Student Achievement Presentations; District Presentations; Community Presentations
 - B. Chair's Report; Trustee Reports (including Reports from Trustee Representatives with Other Public Bodies)

C. Board Committee Reports:

- (1) Education Policy Development Motions
- (2) Operations Policy and Planning Motions

D. District Leadership Team Reports

E. Question Period

F. Public Disclosure of In-Camera Items

G. New Business/Notice of Motions

H. Adjournment

The order of the Agenda shall be as above, unless varied at the meeting by majority vote.

- 12. A copy of the Agenda shall be made available to the Media through the Secretary-Treasurer's office on the date that copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.
- 13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: _____, 2014



BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4106 FAX (250) 475-4112

October 14, 2014

TO: Operations, Policy and Planning Committee
FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee
RE: **Bylaw 9360.01 Question Period During General Meetings of the Board of Education**

The final draft of Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* is presented to the Operations, Policy and Planning Committee for discussion and recommendation to the Board of Education.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* at the October 20, 2014 Board of Education meeting.

Motion to be Carried Unanimously

Recommended Motion:

That Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* be:

Read a first time the 20th day of October 2014;
Read a second time the 20th day of October 2014;
Read a third time, passed and adopted the 20th day of October 2014 and that Bylaw 9360.01 be enacted effective January 2015.



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FINAL DRAFT

From OPPS
March 3, 2014

BYLAW 9360.01

QUESTION PERIOD DURING GENERAL MEETINGS OF THE BOARD OF EDUCATION

The purpose of the Question Period is:

- Additional public opportunities to ask questions
- To have a question on the record
- It is in the public interest
- Public accountability

Framework

1. Individuals wishing to submit a question are encouraged to use the District website prior to the board meeting.
2. During board meetings all questions must be submitted in written form and signed by the person posing the question, who must be in attendance.
3. All questions will be directed to the Board Chair.
4. Questions will be submitted into a box on the District Leadership Team table, prior to the District Presentation portion of the agenda. Questions will be asked in order of submission. Priority will be given to those who have not presented during the Community Presentation portion of the agenda. If time permits, questions may be submitted in writing from the floor.
5. The Question Period will be limited to 15 minutes.

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6. The Board Chair, with assistance from the Superintendent of Schools, may direct the question to the appropriate staff member. If the question is not answered at the meeting, the individual asking the question will be contacted in a timely manner.
7. There will be a limit of one question per person.
8. All questions will be included in the board minutes unless ruled out of order.
9. The Board Chair has discretion to call questions out of order without debate or challenge.
10. Answers to questions must not result in inordinate staff workload.

Greater Victoria School District

Adopted: _____, 2014

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PHONE (250) 475-4106 FAX (250) 475-4112

October 14, 2014

TO: Operations Policy and Planning Committee
FROM: Elaine Leonard, Chair, Operations, Policy and Planning Committee
RE: **Digital Recording of Board Meetings**

The recommendations of the Sub-Committee on Public Engagement with respect to the digital recording of meetings were discussed at the May and June Operations, Policy and Planning Committee meetings. The following motion is presented for discussion and recommendation to the Board of Education:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the digital recording of board meetings effective January 2015 using the following criteria:

- Board meetings will be digitally recorded by school district personnel.
- No other recordings will be permitted except media outlets.
- The digital recording will be posted on the district website as soon as possible after the board meeting.
- The digital recording will remain on the district website until the next Board meeting and will then be archived.
- The number of site visits will be tracked.
- Live streaming will be considered after the digital recording process is in place for a period of one year.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.

