



**Operations, Policy and Planning Committee Meeting
November 10, 2014 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Catherine Alpha (arrived 7:40 p.m.), Tom Ferris, Edith Loring-Kuhanga, Diane McNally, Deborah Nohr

Regrets:

Bev Horsman, Michael McEvoy, Peg Orcherton

Administration:

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Shelley Green, Associate Superintendent, Cam Pinkerton, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:35 p.m.

Chair Leonard welcomed everyone to the last committee meeting for the currently elected trustees and introduced the student representative Jonah van Driesum from Oak Bay High School.

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

1. APPROVAL OF THE AGENDA

It was moved

That the November 10, 2014 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved

That the October 14, 2014 Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS - None

5. FACILITIES PLANNING

Chair Leonard announced that Seamus Howley, Director of Facilities Services will be retiring in March 2015 and thanked him for all of his support and work in the school district for the past 33 years.

A. Capital Projects Update

Seamus Howley, Director of Facilities Services updated the Committee on the status of various capital projects underway in the school district as follows:

- The Oak Bay High School replacement project is ahead of schedule and is on budget. The new small gym is being used by the students. Students will be moved out of the East wing over the Spring Break in order to start the demolition.
- The seismic upgrade of Quadra Elementary School is complete and the staff and students are pleased to be back at the school.
- Phase 1 of the seismic upgrade of Tillicum Community School was completed during the summer of 2014. Phase 2 will be completed during the summer of 2015.
- The seismic upgrade of George Jay Elementary School is underway and is expected to be completed by next summer. George Jay will also benefit from a new heating system.
- In order to proceed with the seismic upgrade of Cloverdale Elementary School, the plan is to move the students and staff to the Richmond Elementary School site by September 2015.
- Boiler replacements are underway at Hillcrest Elementary and Gordon Head Middle Schools.
- Half of the windows have been replaced at Esquimalt Secondary School with a plan in place to complete the window replacement project during the summer of 2015.
- The Corporation of the Township of Esquimalt has provided funding to renovate and improve the existing sport court at the Esquimalt Secondary School grounds for school and community recreational purposes. The school district will be responsible for the ongoing operation and day to day maintenance and will have priority access to the sport court for use by the school during regular school days.

Mr. Howley also stated that the Carbon Neutral Capital Project submissions are due on January 9, 2015, and that for this school year, the Ministry of Education has advised school districts that a 5 year Capital Plan submission is not required as a result of the Ministry making upgrades to their capital asset management system.

Discussion ensued amongst the Trustees with questions of clarification being asked of Mr. Howley. Chair Leonard thanked Mr. Howley for his presentation.

6. FINANCE AND LEGAL AFFAIRS

A. Bylaw 9360.01 Question Period During General Meetings of the Board of Education

Chair Leonard informed Trustees that the goal is to complete the review of Bylaw 9360.01, Question Period During General Meetings of the Board of Education and the motion regarding Digital Recording of Board Meetings. The final draft of Bylaw 9360.01 and the digital recording motion will be presented to the Board, along with the final draft of Bylaw 9360, General Meeting of the Board which was finalized at the October 14, 2014 meeting, once all three items have been approved by the Committee.

Trustees agreed, by majority vote, to the following changes to Bylaw 9360.01:

Items 1 and 2 - Add "There are two ways to submit a question to the Board of Education:" and combine the two items as follows:

- i) As an alternative to attending a board meeting, individuals wishing to ask the Board of Education a question are encouraged to submit their question to the "Question" link on the District website.
- ii) During board meetings all questions shall be submitted in written form and signed by the person posing the question, who shall be in attendance.

Item 4 - Delete the words "into a box on the District Leadership Team table" and add "to the Deputy Superintendent". Delete the words "District Presentation portion of the agenda" and add "start of the Question Period."

Item 6 - Replace "staff member" with "person".

Item 8 - Add a second sentence "All answers given at the board meeting will be recorded in the minutes."

Item 9 - Add a second sentence "The writer of any question ruled out of order will be contacted and the question ruled out of order will be brought to the next in-camera board meeting."

Item 10 - Remove the word "inordinate" and add the words "exceeding thirty (30) minutes" after the word "workload".

The Committee supported that the following motions be brought forward to the November 17, 2014 Board of Education meeting:

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 November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

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

Read a first time the 17th day of November 2014;

Read a second time the 17th day of November 2014;
Read a third time, passed and adopted the 17th day of November 2014 and that
Bylaw 9360.01 be enacted effective January 2015.

B. Digital Recording of Board Meetings

Trustees agreed to remove “No other recordings will be permitted except media outlets” from the criteria listed in the motion.

It was moved:

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.
- 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.

Motion Carried Unanimously

C. Bylaw 9360 General Meeting of the Board

The Committee supported that the following motions be brought forward to the November 17, 2014 Board of Education meeting:

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 November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

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

Read a first time the 17th day of November 2014;
Read a second time the 17th day of November 2014;
Read a third time, passed and adopted the 17th day of November 2014 and that the revised Bylaw 9360 be enacted effective January 2015.

7. **PUBLIC DISCLOSURE OF IN-CAMERA ITEMS** - None

8. **NEW BUSINESS/NOTICE OF MOTION** – None

9. **GENERAL ANNOUNCEMENTS** - None

10. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:10 p.m.