



**Operations, Policy and Planning Committee Meeting
October 13, 2015 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Diane McNally, Deborah Nohr, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

Administration:

Piet Langstraat, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Mark Walsh, Manager, Labour Relations and Legal Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:30 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.

1. APPROVAL OF THE AGENDA

It was moved:

That the October 13, 2015 regular agenda be approved with the following changes: add items 5.A. Introduction of Student Representative; 9.D. Trustee Paynter - Terms of Reference for Ad Hoc Board Standing Committee Review Committee; and 10.A-C. Notice of Motions: Trustee Nohr – Technology Stewardship Committee, Trustee McNally - Bylaw 9140, Ad Hoc Committee of the Board, and Trustee Whiteaker - Parent Education Fund.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the September 21, 2015 Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS – None

5. SUPERINTENDENT'S REPORT

- A.** Superintendent Langstraat introduced Willow Mak, Student Representative from S. J. Willis Education Centre.

B. Sno'uyutth Welcoming Pole – Oak Bay High School

Superintendent Langstraat informed Trustees that he attended a meeting with the Community Association of Oak Bay (CAOB) and the Songhees Nation to discuss the delivery and installation of the Sno'uyutth welcoming pole, the dedication ceremony, and other remaining costs. Superintendent Langstraat advised that Farmer Construction Ltd has agreed to pay for the cost of the pole base and that the CAOB will pay for the costs related to the dedication ceremony leaving the plaque as the outstanding cost item.

Secretary-Treasurer Laser advised Trustees that the estimated cost of the plaque of \$1,000 could be funded through the Oak Bay High School capital project.

C. Oak Bay Engraved Brick Paver Fundraiser Update

Superintendent Langstraat informed Trustees that he had the opportunity to meet with Secretary-Treasurer Laser, Dave Thomson, Principal, Oak Bay High School and Jim Soles, Supervisor of Building Projects regarding the Oak Bay project and fundraising efforts. He advised that Oak Bay High School will not be proceeding with the engraved brick paver fundraiser. He also advised that Oak Bay High School still needs to raise approximately \$170,000 to complete its fundraising efforts. Superintendent Langstraat informed the Committee that the commonwealth track on the Oak Bay High School property will also need to be upgraded at an estimated cost of \$200,000.

Discussion ensued amongst the Trustees.

Superintendent Langstraat stated that he would be assigning a district staff member to liaise with school fundraising committees engaging in large fundraising efforts to ensure that the District perspective on fundraising is upheld.

6. FINANCE AND LEGAL AFFAIRS

A. International Student Program

Jeff Davis, Director, International Student Program (ISP) presented the preliminary 2015-2016 ISP budget and explained how the school-based funding allocations are used to hire ISP Advisors (teachers) and to provide time for administrators to support the emotional needs of international students. He also explained how the program provides orientation for new students, academic transition, trips and excursions, parents' ELL programs, health seminars, and other activities to promote student engagement and adaptation. Mr. Davis responded to questions from Trustees. Chair Leonard thanked Mr. Davis for his presentation.

B. Use of Email for Conducting Business

Mark Walsh, Manager, Labour Relations and Legal Services provided an overview on the appropriate use of email for conducting the business of the Board. Mr. Walsh advised that the Board can only act within the framework of its by-laws and policies and subject to the School Act. Discussion ensued amongst the Trustees with questions of clarification asked of Mr. Walsh.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to review Board Bylaw 9360 and recommend changes that would address electronic communication.

Motion Carried Unanimously

C. 2016-2017 Budget Planning Cycle

Secretary-Treasurer Laser reviewed the proposed 2016-2017 Budget Plan. Trustees indicated support for the plan and a desire to have increased public engagement at budget meetings.

D. Enrolment Update

Secretary-Treasurer Laser provided Trustees with an enrolment update for 2015-2016 and noted that actual enrolment has increased 410.6 FTE over projected enrolment and 256.2 FTE over enrolment in the previous year.

E. Parent Education Fund Update

Trustee Whiteaker informed the Committee that the Ad Hoc Parent Education Fund Committee met on October 2 and October 9, 2015 to develop an application process, eligibility and criteria to be considered for funding, selection criteria and reporting requirements for the Parent Education Fund. Trustee Whiteaker provided the Committee with a Request for Parent Education Funding Form, the Parent Education Funding Final Summary Report, as well as an implementation plan and timeline for the Parent Education Fund.

Discussion ensued amongst the Trustees with questions of clarification being asked of Ad Hoc Committee members. Superintendent Langstraat suggested that Deputy Superintendent Green, a senior staff member, and a Trustee could be part of the selection team.

The Ad Hoc Parent Education Fund Committee recommended that the following motions be considered at the October 19, 2015 Regular Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) accept the application process, selection criteria, and reporting requirement as presented for implementation, and further that these documents be distributed to PACs in the Greater Victoria School District.

That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the Parent Education Fund Ad Hoc Committee.

7. PERSONNEL

A. Meeting with Employee Groups

Chair Leonard provided the Committee with information about a recent invitation received by Trustees to meet with one of the employee groups. Discussion ensued amongst the Trustees with concerns raised about discerning the difference between formal meetings and social gatherings intended to strengthen relationships.

Chair Leonard provided a notice of motion for the October 19, 2015 Regular Board of Education meeting to recommend that the Board chair respond in writing to the Greater Victoria Teachers Association's invitation to attend a meeting on October 29, 2015.

8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

9. NEW BUSINESS

A. Trustee Orcherton – Parent Education Fund

Trustee Orcherton presented her motion and rationale.

That the Board of Education of School District No. 61 (Greater Victoria) receive a report at the May 2016 Operations, Policy and Planning Committee meeting showing the disbursements to date from the Parent Education Fund.

Discussion ensued amongst the Trustees with an amendment suggested to the main motion.

It was moved:

To amend the main motion by replacing "May" with "September".

Motion Carried

For: Trustees McNally, Nohr, Orcherton, Paynter, Watters, Whiteaker

Against: Trustee Leonard

Chair Leonard called for a vote on the amended main motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) receive a report at the September 2016 Operations, Policy and Planning Committee meeting showing the disbursements to date from the Parent Education Fund.

Motion Carried

For: Trustees McNally, Nohr, Orcherton, Paynter, Watters, Whiteaker

Against: Trustee Leonard

Trustee Orcherton left the meeting at 9:30 p.m.

B. Trustee Nohr – Culture and Community Ad Hoc Committee

Trustee Nohr presented her motion and rationale. Discussion ensued amongst the Trustees with concerns expressed about the ad hoc committee not being established as per Bylaw 9140 *Ad Hoc Committee of the Board*.

Chair Leonard called for a vote on the motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the Culture and Community Ad Hoc Committee by no later than December 31, 2015.

Motion Carried

For: Trustees McNally, Nohr, Paynter, Watters

Against: Trustee Leonard

Abstained: Trustee Whiteaker

C. Trustee Watters – Budget Committee

Trustee Watters withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria):

- a) establish an Ad Hoc Budget Committee to develop a restoration budget for the fiscal year 2015-16; and
- b) accept the attached Terms of Reference for the Ad Hoc Budget Committee as per Bylaw 9140 *Ad Hoc Committee of the Board*.

Motion Withdrawn

D. Trustee Paynter – Terms of Reference for Ad Hoc Board Standing Committee Review Committee

Trustee Paynter initiated discussion with Trustees regarding the creation of a Terms of Reference for the Ad Hoc Board Standing Committee Review Committee. Discussion ensued amongst the Trustees with points raised about consistent formatting and clarification of who is responsible for writing terms of reference documents.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to complete a draft Terms of Reference for the Ad Hoc Board Standing Committee Review Committee for the October 19, 2015 Regular Board Meeting.

Motion Carried Unanimously

10. NOTICE OF MOTIONS

A. Trustee Nohr – Technology Stewardship Committee

Trustee Nohr provided notice of motion for the October 19, 2015 Regular Board of Education meeting.

B. Trustee McNally – Bylaw 9140, Ad Hoc Committee of the Board

Trustee McNally provided notice of motion for the November 9, 2015 Regular Operations, Policy and Planning Committee meeting.

C. Trustee Whiteaker – Parent Education Fund

Trustee Whiteaker provided notice of motions for the October 19, 2015 Regular Board of Education meeting.

11. GENERAL ANNOUNCEMENTS – None

12. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:12 p.m.