



**Operations Policy and Planning Committee Meeting
Special Budget Public Input Meeting
April 11, 2016 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Deborah Nohr, Jordan Watters

Regrets:

Diane McNally, Rob Paynter

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Debbie Le Blanc, Manager, Payroll and Benefits, David Loveridge, Director of Facilities Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:05 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 April 11, 2016 regular agenda be approved with the following deletion:

10. New Business

A. Trustees Watters – District's Victoria Pride Parade Entry

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the March 7, 2016 combined Education Policy and Directions Committee and Operations Policy and Planning Regular Meeting minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. David Futter – GVTA – Day of Mourning

Mr. Futter provided the Committee with information about the upcoming Day of Mourning to be held on April 28, 2016. He explained that the Day of Mourning was established to commemorate workers who were killed or injured on the job.

Mr. Futter encouraged Trustees to endorse the recognition of this day throughout the School District with the goal of educating youth on workplace safety to help to reduce the number of deaths and injuries amongst young workers.

Superintendent Langstraat advised the Committee that he would be sending an email to all schools requesting that flags be lowered to half-mast on April 28, 2016 in support of the Day of Mourning. He also confirmed that media would be informed of the reason for the flags being flown at half-mast.

5. SUPERINTENDENT'S REPORT

A. Introduction of Student Representative

Superintendent Langstraat introduced Rebecca Hansen, Student Representative from Reynolds Secondary School.

6. PERSONNEL ITEMS

A. Administrative Procedure for the Recognition of Dignitaries

Secretary-Treasurer Walsh presented the Committee with the administrative procedure for the recognition of dignitaries. He advised Trustees that new administrative procedures would be presented at Committee for information and then posted to the District website with public access.

Discussion ensued amongst Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

7. FINANCE AND LEGAL AFFAIRS

A. Needs Budget Letter

Secretary-Treasurer Walsh informed the Committee that the Needs Budget Letter had been revised to include a signature line for Superintendent Langstraat as was requested by the Committee. He advised that the letter is still open for revision and that the final draft would be presented for signatures and sent to the Minister of Education following the approval of the 2016/2017 Annual Budget on April 20, 2016.

Discussion ensued amongst Trustees about the consultation process and ways to ensure the participation and support of all partner groups.

B. HR/Payroll Working Group – Business Process Questionnaire

Secretary-Treasurer Walsh introduced Debbie Le Blanc, Manager, Payroll and Benefits.

Ms. Le Blanc informed the Committee that she is participating as a member of the HR/Payroll Working Group which consists of a cross-section of positions from several BC school districts. She explained that the working group was established to explore more efficient and effective provision of services across existing HR/Payroll systems.

Ms. Le Blanc advised that the HR/Payroll Working Group had recently invited school districts to participate in a Business Process Questionnaire that will be used to inform the group on potential options for standardization or automation of common manual business processes. She informed the Committee that school districts will receive summary findings in June 2016 and that a more detailed final report will be provided to the Service Delivery Project Steering Committee, school districts and the Ministry of Education in July 2016.

Discussion ensued amongst Trustees.

8. FACILITIES PLANNING

A. School Enhancement Program

David Loveridge, Director of Facilities Services explained that the Ministry has announced capital funding available in 2016/2017 under the School Enhancement Program (SEP). The goal of the program is to extend the useful life of the District's facilities and school-based assets.

Mr. Loveridge informed the Committee that the deadline to request SEP funding is April 15, 2016 and that submissions would be limited to five eligible projects. He advised that eligible projects may include upgrades for health and safety, mechanical, electrical, energy, and roofing.

Mr. Loveridge provided further information on the five projects recommended for submission:

1. Shoreline Middle School – fire sprinklers/fire alarm upgrade
2. Victoria West Elementary School – fire sprinklers/fire alarm upgrades
3. Margaret Jenkins Elementary School – electrical service upgrade
4. Glanford Middle School – boiler replacement
5. Shoreline Middle School – window replacement

Mr. Loveridge explained that he would like to see both of the Shoreline projects completed at the same time as the seismic upgrades that are anticipated for the 2016-2017 school year. The Ministry will advise of approved projects by May 31, 2016 and all approved projects must be completed by March 30, 2017.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

10. NEW BUSINESS

A. Trustee Watters - District's Victoria Pride Parade Entry

Trustee Watters' motion was referred to the Regular Board meeting on Monday, April 18, 2016.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to extend formal invitations to all partner groups inviting their participation with the Gender and Sexuality Alliance (GSA) in School District 61's Victoria Pride Parade entry.

11. NOTICE OF MOTION – None

12. GENERAL ANNOUNCEMENTS - None

13. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 7:57 p.m.