

OPERATIONS POLICY AND PLANNING COMMITTEE

Monday, May 9, 2016 at 7:00 P.M.

REGULAR MEETING

**(Please note that an In-Camera OPPs meeting
will precede the Regular OPPs meeting)**

OPPs Agendas and Minutes available at:

<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>

**NEXT OPPs MEETING IS SCHEDULED FOR:
Monday, June 13, 2016 at 7:00 P.M.**

OPERATIONS POLICY AND PLANNING COMMITTEE

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Monday, May 9, 2016 – 7:00 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			
2. APPROVAL OF THE MINUTES			
A. Operations Policy and Planning Committee Meeting of Monday, April 11, 2016			Pgs. 1-4
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS TO THE COMMITTEE			
5. SUPERINTENDENT'S REPORT			
A. Introduction of Student Representative - Dawson Gittens, Lambrick Park Secondary School	Piet Langstraat		
B. Home Learners' Link Update	Deb Whitten	Information	Verbal
6. PERSONNEL ITEMS			
7. FINANCE AND LEGAL AFFAIRS			
A. Report of the Policy Sub-Committee	Mark Walsh	Motion	Pgs. 5-6
B. Policy 1150 Communications Policy	Mark Walsh	Motion	Pgs. 7-8
C. Oak Bay – Naming of Outdoor Classroom	Dave Thomson	Motion	Pgs. 9-13
8. FACILITIES PLANNING			
A. Long-Term Facilities Plan Framework	Mark Walsh	Motion	Pgs. 14-15
9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS			
10. NEW BUSINESS			
A. Trustee Loring-Kuhanga – Committee Structure			

That the Board of Education of School District No. 61 (Greater Victoria) create a four standing committee structure consisting of Education Directions Technology; Policy; Finance Facilities and Legal Affairs; and Human Resources and direct the Secretary-Treasurer to make the recommended changes to the appropriate bylaws to be presented at the June 13, 2016 Operations Policy and Planning Committee meeting.

B. Trustee Loring-Kuhanga – First Nations Stakeholders

That the Board of Education of School District No. 61 (Greater Victoria) invite the Esquimalt and Songhees Nations, as First Nations stakeholders, to attend committee and regular Board meetings.

C. Trustee Nohr – Update Policy 3451 - Donations to Schools

That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 3451-Donations To Schools to the Policy Sub-Committee for an update and establish criteria for advertising presence in our schools.

D. Trustee Watters – District Code of Conduct

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish a process for developing a District Code of Conduct.

11. NOTICE OF MOTION

12. GENERAL ANNOUNCEMENTS

13. ADJOURNMENT



**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.

OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: May 9, 2016

RE: **Report of the Policy Sub-Committee**

Background:

Pursuant to BYLAW 9130.3, the Policy Sub-Committee (the "Sub-Com") was formed. The Sub-Com comprises of two trustees (on a two month to three month rotating basis) as well as the Superintendent and any other District Administrator appropriate.

The trustee assignments are as follows:

April, May 2016 - Trustee Watters and Leonard;
June to September, 2016 - Trustees Whiteaker and Nohr;
October to December, 2016 - Trustees McNally and Paynter.

The Sub-Com met on March 30, 2016 and April 18, 2016. The purpose of the initial meeting was to determine the process by which the Sub-Com would endeavor in its work with the ultimate goal of reviewing each policy in the District at a regular interval. Given the rotating structure of the committee the Secretary-Treasurer was appointed the Chair of the Sub-Com for the initial meetings.

The District's policy manual is structured in major thematic areas (e.g. Community Relations, Administration etc.) The Sub-Com agreed that given its rotating nature, each group of rotating trustees will be tentatively set to address two major subsections of the policy manual. In addition, the Sub-Com would also review policies sent to it by the Board from time to time.

The initial group was assigned to the 100 series (Philosophy) (one policy), 1000 series (Community Relations), and the 2000 series (Administration). It was further agreed that when the trustees rotate, the trustees previously assigned to a series will continue to be assigned to their series until completion.

The Sub-Com also determined that a template will be created to track the actions of the Sub-Com with respect to policy that will include:

- a. Recommendations e.g. status-quo, changes, a fulsome consultation process;
- b. Partner groups that have been consulted;
- c. A spreadsheet of policies with their last revision date for reference.

General Scope:

Job Descriptions and Administrative Procedures

The Sub-Com agreed that a number of policies and regulations may more properly fall under administrative procedures and/or job descriptions that are publicly accessible and therefore, will

recommend the removal of certain policies and their corresponding regulations to be incorporated in an administrative procedure document and/or job description manual.

There are a number of policies and their corresponding regulations that the Sub-Com believes are more appropriately administrative in nature. Further, the Sub-Com identified a number of policies and regulations that are either out of date or not functioning according to the letter of the document. This gap is explained by both administrative cut-backs and the onerous process of altering policy and regulation of an administrative nature.

The Sub-Com believes that the creation of an administrative procedure manual will ensure transparency and accountability by making all procedures public. Further, it will also require the publishing of current administrative procedures that are currently utilized but not necessarily readily available.

Policies Related to Job Descriptions

With respect to job descriptions, the Sub-Com agrees that given that the Superintendent has ultimate authority over employees in the District that the job descriptions should not be contained in policy and/or regulation except with specific senior leadership positions. As with our policies and regulations a number of them are out of date, defunct, and/or unfilled. The Sub-Com also believes that all job descriptions should be publicly available.

The Sub-Com has not yet consulted with our partners as we felt direction from the Board would be appropriate before efforts were expended in consultation.

If the Board supports the directions of the Sub-Com, there would be a future recommendation to have only the following positions in policy and regulation:

1. Superintendent
2. Deputy Superintendent
3. Associate Superintendent
4. Secretary- Treasurer
5. Associate Secretary Treasurer
6. Director - a single generalized description

The following policies and regulations would be recommended for removal at such time as the up-to-date job description was complete:

Policies: 2120.020, 2120.025, 2120.030, 2120.062, 2120.5, 2123.040, 2123.041, 2123.044, 2123.045, 2123.046, 2127.060, 2127.062, 2127.063, 2127.067, 2212.2

Regulations: (Corresponding to the policies) Also: 2120.7, 2121.018, 2122.050, 2122.062, 2123.022, 2123.026, 2123.0401, 2123.048, 2123.049, 2123.050, 2123.053, 2123.056, 2123.057, 2127.022, 2127.050, 2127.064, 2127.066, 2212.2, 2220.5, 2224 (these regs have no associated policy)

Recommended Motion:

That the Board of Education of School District No.61 (Greater Victoria) accept the recommendations of the Sub-Committee that the Superintendent be directed to create an administrative procedures manual and publicly available job descriptions to replace policy and regulations in appropriate circumstances.

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PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: May 9, 2016

RE: **Policy 1150 Communications Policy**

Background:

The Policy Sub-Committee (Sub-Com) reviewed Policy 1150 Communications Policy and determined that it is appropriate to specifically reference areas of typical responsibility for the Superintendent and Chair. The recommended changes provide clarity but are not prescriptive thus providing guideline preserving flexibility.

Given the internal nature of the Policy the Sub-Com has not pursued comment from our partners.

Recommended motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the revised Policy 1150, Communications Policy.
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POLICY 1150

COMMUNICATIONS POLICY

The Board of Education is committed to the principle of open, two-way communication with its internal and external publics. In accordance with this commitment, the **Board Chair and Superintendent shall have the shared** responsibility for maintaining on-going communications with stakeholder groups and the community. **While areas of responsibility overlap, typically the Board Chair has jurisdiction over operational communications.**

Greater Victoria School District

Adopted: July 22, 1985

Revised: January 16, 2012

Revised: May 2016



TO: Operations, Policy and Planning Committee

FROM: Dave Thomson, Principal, Oak Bay High School

DATE: May 9, 2016

RE: Request to Name the New Teaching Platform on Bowker Creek at Oak Bay High School "The Glen Atkinson (Memorial) Outdoor Classroom"

Our school has gone through a significant consultation process with staff, parents and the community. Throughout the process Glen Atkinson's name continued to resonate. Staff and PAC have endorsed the naming and parents have been offered the opportunity to comment and to this point the comments have only been positive. Mayor, Nils Jensen, and Oak Bay Council have approved this option for naming and it has been supported by the Oak Bay Alumni as well. Glen's family, including his widow, have both supported and appreciated this request.

The teaching area on Bowker Creek seems an ideal spot to recognize Glen Atkinson's contribution to generations of Oak Bay students. Glen was an iconic teacher, coach, performer, mentor and friend to thousands of students and adults for nearly 40 years. He was the coach of the Oak Bay team that won the "Reach for the Top" national championship back in the 60's on the CBC. That win continues to fund school scholarships to this very day. He taught biology, loved the creek and the outdoors and remains perhaps the most oft mentioned teacher by alumni when they visit us. Tragically he passed just over a year ago very suddenly and following a day full of singing with a choir for shut-ins and the elderly during the holiday season.

I can't think of a single negative that could spring from this. Glen's son Peter continues to teach for us . . . Biology don't you know, and Peter's son and Glen's grandson was our Merit Cup winner as our outstanding grad just a bit less than 2 years ago. Glen was the first of 3 generations of Atkinson's to work and learn here. I'm forever happy that

... / 2

Glen got to attend that night. A beamingly proud grandfather to be sure. I hope this can meet with your approval and support.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve naming the new teaching platform on Bowker Creek at Oak Bay High School "The Glen Atkinson (Memorial) Outdoor Classroom"

Thank you for your consideration.

A handwritten signature in dark ink, appearing to read "Dave Thomson". The signature is fluid and cursive, with the first name "Dave" being more prominent than the last name "Thomson".

Dave Thomson
Principal



POLICY 1421

NAMING SCHOOL SITES

The Greater Victoria Board of Education may, with the support of the school community, name a school site or portion thereof:

1. for a person deemed to have made a significant contribution to the school or the larger community.
2. for a place of local historical or geographical significance.

The Greater Victoria Board of Education may, at any time, remove the name of a school site or portion thereof.

Greater Victoria School District

Adopted: June 25, 1984

Revised and Renamed: February 27, 1995

Revised and Renamed: February 15, 2010

REGULATION 1421

NAMING SCHOOL SITES

When naming a school site, the Board of Education of School District No. 61 (Greater Victoria) will appoint a committee to recommend a suitable name. This will be done pursuant to Policy and Regulation 1163 - Consultation.

The school community may request that the Greater Victoria Board of Education approve a specific name for the school site or portion thereof. The request must be accompanied by a report detailing the results of a consultative process carried out pursuant to Policy and Regulation 1163 - Consultation.

When a school site or portion thereof is to be named after a deceased person, the committee, wherever possible, will seek the consent of the closest surviving relative.

Greater Victoria School District

Adopted: February 27, 1995

Revised and Renamed: February 15, 2010

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PHONE (250) 475-4108 FAX (250) 475-4112

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: May 9, 2016

RE: **Long-Term Facilities Plan Framework**

Background:

Pursuant to the Strategic Plan of the Board, District administration has begun the planning for the Long-Term Facilities Plan (the "Plan"). The purpose of this memo is to set out a framework in which the planning, implementation, and ultimately review of the Plan will fall under.

Recommended Framework:

Vision

1. The Plan shall meet the goals and vision of the Strategic Plan;
2. The Plan shall incorporate principles of sustainability from both an operational and environmental perspective;
3. The Plan shall focus on supporting students;
4. The Plan shall incorporate principles of equity across the District.

Structure

To facilitate the Plan we intend to create 2 main structures:

1. The Plan Steering Committee;
2. The Plan Working Group.

The Steering Committee shall consist of the Superintendent, the Secretary Treasurer, the Director of Facilities and a Trustee. The purpose of this committee is for initial organization, the hiring of any consultants and/or staff as well as the organization of Working Group meetings. The Steering Committee will also be responsible for the drafting of the finalized report.

The Working Group will consist of the Steering Committee members as well as representatives of our internal partner groups, members of the community, external partner groups as appropriate as well as students. The Working Group will be responsible for setting the general priorities of the Plan, and to provide stakeholder specific input and ongoing comment on aspects of the Plan.

Areas of Focus

The Plan will have five (5) specific areas of focus:

1. Program and Educational Need;
2. Demographics and Catchment;
3. Condition, Utilization and Future Need;
4. Community, Partnerships, and Enterprise;
5. Lands and Lease.

While there will be significant overlap among these thematic areas we feel that such a separation will allow the research teams to have fulsome investigation of the areas.

Programs and educational need is intended to take stock of the current programs in the District and determine their future need and potential placement. Examples may include academies, language programs and careers. In addition, we will also be exploring what infrastructure is necessary for learning currently and in the future.

Demographics and catchment is intended to predict general future trends as well as work with our external community partners to incorporate their future vision. The catchment review is intended to ensure that our facilities are run as efficiently as possible as well as ensure equity in the District.

Condition, utilization and future need is to take stock of our current needs and plan for the future. This area of the Plan will directly impact facilities priorities and future spending.

Community, partnerships and enterprise is to explore how we use both our underutilized facilities and lands as well to examine best practice around the province with respect to partnerships.

Lands and lease will examine the needs stemming from demographics and catchment and determine how we will meet our future needs.

Timeline

We intend to have our first meeting of the Working Group in September. In advance of that meeting the Steering Committee will attempt to vision some research opportunities on areas of the Plan. We intend to hold the Working Group meeting in November and start to create the Plan and meet bi-monthly or more frequently, if necessary.

Our goal is to have a preliminary draft report for the June 2017 Operations meeting with further consultation and changes being incorporated for completion by September 2017.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Long-Term Facilities Plan Framework report.