



**Operations Policy and Planning Committee Meeting  
May 9, 2016 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Tom Ferris, Edith Loring-Kuhanga, Diane McNally, Deborah Nohr, Rob Paynter, Jordan Watters

**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, David Loveridge, Director of Facilities Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:09 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 May 9, 2016 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the April 11, 2016 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

**3. BUSINESS ARISING FROM MINUTES - None**

**4. PRESENTATIONS TO THE COMMITTEE - None**

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Langstraat introduced Dawson Gittens, Student Representative from Lambrick Park Secondary School.

## **B. Home Learners' Link Update**

Associate Superintendent Whitten provided Trustees with an update on Home Learners' Link (HLL). She explained that enrolment of school-aged students in HLL has declined over several years while the number of students with mental health concerns has risen thereby creating an increasingly challenging situation for HLL staff. Ms. Whitten advised that the practice of providing supplemental staffing to address this situation is not sustainable.

Ms. Whitten informed Trustees of consultation with parents and staff to discuss educational options for 2016-2017 and to establish a long-term vision for distributed learning, alternative education, and continuing education. As a result of the consultation process, the following steps were recommended:

- Offer a flexible and supportive alternative learning environment for ages 6-11 at SPARK
- Offer a flexible and supportive alternative learning environment for ages 12-14 at a middle school with equitable access to middle school learning experiences
- Conduct a comprehensive review of all of our alternative education programs

Trustees asked questions of clarification of Associate Superintendent Whitten.

## **6. PERSONNEL ITEMS - None**

## **7. FINANCE AND LEGAL AFFAIRS**

### **A. Report of the Policy Sub-Committee**

Secretary-Treasurer Walsh presented the report of the Policy Sub-Committee. He explained how Trustees will rotate onto the Policy Sub-Committee for a specified time period and that each subset of Trustees would be responsible for two major subsections of the Policy Manual.

Secretary-Treasurer Walsh shared that the Policy Sub-Committee will create a template to track the following actions with respect to policy:

- Recommendations made to standing committees
- Consultation with partner groups
- Last revision date

Trustees were advised that the Policy Sub-Committee will be making a recommendation that job descriptions not be contained in policies and regulations, except for a few specific senior leadership positions. The Sub-Committee also determined that many of the policies and regulations may be more appropriate as administrative procedures.

Discussion ensued amongst Trustees with concern raised about the sentence, "This gap is explained by both administrative cut-backs and the onerous process of altering policy and regulation of an administrative nature" as written in the section titled *General Scope: Job Descriptions and Administrative Procedures*. It was agreed that this sentence would be removed from the report.

It was moved:

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.

**Motion Carried Unanimously**

## **B. Policy 1150 Communications Policy**

Secretary-Treasurer Walsh informed the Trustees that the Policy Sub-Committee reviewed Policy 1150 Communications Policy and determined that it is appropriate to specifically reference areas of typical responsibility for the Superintendent and Chair.

The changes were reviewed by Trustees with clarification provided that the final sentence of the policy should read, "While areas of responsibility overlap, typically the Board Chair has jurisdiction over political communications, and the Superintendent has jurisdiction over the operational communications."

It was moved:

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

**Motion Carried Unanimously**

## **C. Oak Bay – Naming of Outdoor Classroom**

Mr. Dave Thomson, Principal of Oak Bay High School informed Trustees of the significant consultation process that was completed around the naming of the Bowker Creek Outdoor Classroom. Mr. Thomson shared that the new teaching platform on Bowker creek would be an ideal spot to recognize Glen Atkinson, who passed away suddenly just over a year ago. Glen was an iconic teacher, coach, performer, mentor and friend to thousands of students and adults for nearly 40 years. Oak Bay High School plans to honour Glen's contribution to generations of students by naming the new teaching platform "The Glen Atkinson (Memorial) Outdoor Classroom" and placing a plaque on the rock that sits in the centre of the classroom.

Discussion ensued amongst Trustees.

It was moved:

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".

**Motion Carried Unanimously**

## **8. FACILITIES PLANNING**

### **A. Long-Term Facilities Plan Framework**

Secretary-Treasurer Walsh presented the Trustees with the framework for the Long-Term Facilities Plan. He explained the goal of having a preliminary draft report ready for the June

2017 Operations Policy and Planning meeting, so that further consultation and changes could be incorporated by September 2017.

Discussion ensued amongst Trustees with concern raised around the structure of the steering committee and working group. Superintendent Langstraat advised that he could see the steering committee functioning as an ad hoc committee of the Board with the ability to bring others into the consultation process as needed.

The following motion was not moved:

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

However, Trustees provided direction to Secretary-Treasurer Walsh to bring forward the Long-Term Facilities Plan Framework, along with a draft Terms of Reference for the ad hoc committee, to the Regular Board of Education meeting on May 16, 2016.

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

**10. NEW BUSINESS**

**A. Trustee Loring-Kuhanga – Committee Structure**

Trustee Loring-Kuhanga presented her motion and rationale. Discussion ensued amongst Trustees.

It was moved:

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

**Motion Carried**

For: Trustees Loring-Kuhanga, McNally, Nohr, Paynter  
Against: Trustees Ferris, Leonard, Watters

**B. Trustee Loring-Kuhanga – First Nations Stakeholders**

Trustee Loring-Kuhanga presented her motion and rationale. Discussion ensued amongst Trustees including what opportunities exist for stakeholders to provide input at both Standing Committee and Board meetings.

It was moved:

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.

**Motion Carried Unanimously**

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

Trustee Nohr presented her motion and rationale.

Chair Leonard suggested that Trustee Nohr address the policy update while she is a member of the Policy Sub-Committee and during the review the 3000 subset of policies and regulations from June to September 2016.

It was moved:

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.

**Motion Carried Unanimously**

### D. Trustee Watters – District Code of Conduct

Trustee Watters presented her motion and rationale. Discussion ensued amongst Trustees.

Trustee Nohr moved to postpone Trustee Watters' motion indefinitely.

It was moved:

That the motion 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." be postponed indefinitely.

**Motion Defeated**

For: Trustees Loring-Kuhanga, Nohr, Paynter

Against: Trustees Ferris, Leonard, McNally, Watters

Chair Leonard called for a vote on Trustee Watters' motion.

It was moved:

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.

**Motion Carried Unanimously**

11. **NOTICE OF MOTION** - None

12. **GENERAL ANNOUNCEMENTS** - None

13. **ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 9:25 p.m.