



**Operations Policy and Planning Committee Meeting
September 19, 2016 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Elaine Leonard, Chair, Diane McNally, Peg Orcheron (left 10:15 p.m.), Rob Paynter, Jordan Watters, Ann Whiteaker (arrived 7:14 p.m.), Deborah Nohr (arrived 7:30 p.m.)

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, David Loveridge, Director of Facilities Services, Katie Hamilton, Manager, Community Engagement and Communications, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:03 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 September 19, 2016 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the June 13, 2016 Operations Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Darren Alexander – Open Source Policy

Mr. Alexander sent his regrets. Secretary-Treasurer Walsh handed out information regarding an Open Source Policy.

5. SUPERINTENDENT'S REPORT

A. Introduction of Student Representative

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

B. Technology for Learning Strategy Update

Secretary-Treasurer Walsh updated Trustees on the expansion of school networks during the summer to further support mobile technology in classrooms and learning spaces. The process of installing the final components of the projection devices is being completed in the Esquimalt family of schools and laptops have begun to be provided to teachers with the distribution to all interested teachers in the Esquimalt Family to be completed by October 3, 2016.

Schools have been provided professional development time, in the form of release time or staffing. Feedback will be provided by the schools and the Learning Department so that we can be responsive to specific learning needs going forward.

The roll out of the program will continue to the other families of schools. A project website has been developed so that staff may see the progress of installation and be able to anticipate when they will see the new technology packages installed in their school. All eligible teachers should receive their laptops 4 to 6 weeks after the Esquimalt family of schools with full completion of the project by early Spring 2017.

Trustees asked questions of Secretary-Treasurer Walsh.

C. Burnside Education Centre

Superintendent Langstraat informed the Committee that two decisions are required. He stated that the facility requirement came into focus given the seismic requirements in the school district, and the input of the staff at SJ Willis on the needs of alternative programming in the District.

It is being recommended that the former site of Burnside Elementary School be utilized as a new location for offering alternative programs, and that the building be known for planning purposes as the "Burnside Education Centre". The Burnside Education Centre contains sufficient space to meet the programming needs and with the close proximity to the Facilities Services buildings, staff foresee growing a partnership between facilities staff and alternative programs that would allow students to access some of the best shops and talent in our District.

The possession of the Burnside building will be taken back on September 30, 2016. To move ahead with this project staff are anticipating that the total project costs associated with the rehabilitation of Burnside will be approximately \$2.6 million and will involve replacing the roof and the decorative parapets, addressing the seismic issue, replacing windows, replacing the heating and ventilation systems, painting, new flooring, providing common space, accessibility upgrades including an elevator, general maintenance, securing the envelope of the gymnasium, and the creation of exterior common space.

To fund this proposed use, staff are proposing the following:

- Request Ministry of Education approval to use up to \$1.9M from the restricted capital reserves;
- Utilize Annual Facilities Grant funding during both the 2016/17 and 2017/18 school years;

- \$2.6 million has been requested for four separate projects under the recently announced additional “call for projects” within the School Enhancement Program for this fiscal year; and
- Utilize currently available facilities staff and budgets (e.g. painters, carpenters etc.) to complete as much of the work as possible.

Discussion ensued amongst the Trustees with questions of clarification being asked of the Secretary-Treasurer, the Superintendent and the Director of Facilities Services.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria), open the former site of Burnside Elementary School and provide the appropriate information to the Ministry of Education according to the School Opening and Closure Order In Council with the temporary name of the Burnside Education Centre effective September 30, 2016.

Motion Carried

For: Trustees Leonard, McNally, Orcherton, Paynter, Watters

Abstained: Trustee Whiteaker

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access School District Ministry of Education restricted capital up to \$1.9 million for the purposes of rehabilitating the Burnside Education Centre.

Motion Carried

For: Trustees Leonard, McNally, Orcherton, Paynter, Watters

Abstained: Trustee Whiteaker

6. PERSONNEL ITEMS - None

7. FINANCE AND LEGAL AFFAIRS

A. Parent Education Fund Report and Recommendations

Deputy Superintendent Green presented the details of the Parent Education Fund and reviewed what took place in 2015-2016. PACs were given two opportunities to apply for funds during the school year. A description of what PACs spent the money on was provided.

The following recommendations are being made for the 2016-2017 school year:

- That the funds be distributed once a year in the early fall;
- That the funding description and application form be posted on the website, sent out to the principal in every school, and sent out to each PAC chair by the end of September;
- That PACs have the opportunity to apply for up to \$250 for the 2016/17 school year (following the criteria of the application);
- That a limit of \$7,000 be allocated for the Parent Education Fund. If the applications exceed the allotted amount, the Deputy Superintendent will establish a selection team and applications will be reviewed and evaluated based on the merit of the request, viability of the plan, community impact, identified parent interests, financial needs or alignment to school or district goals and initiatives;

- That any residual funds be carried over to the following school year to be applied to future Parent Education Funds.

Discussion ensued amongst the Trustees with support expressed for the recommended changes.

B. Policy Sub-Committee Report

Secretary-Treasurer Walsh reviewed the report of the Policy Sub-Committee and presented specific policies reviewed with recommended changes, specific policies reviewed with no recommended changes and specific policies reviewed and recommended for deletion.

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

It was moved:

1. That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1160 - *Public Information*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

2. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.1 - *Fees for Access to Information* and create Policy 1161 - *Freedom of Information and Protection of Privacy Act*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

3. That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholders for comment and be presented at the October 2016 Operations Policy and Planning Committee meeting.

Discussion ensued amongst the Trustees with suggestions being made to amend the motion to change the words “October 2016” to “a future” and to add the words “no later than January 2017”.

It was moved:

To amend the main motion to change the words “October 2016” to “a future” and to add the words “no later than January 2017” after the words Operations Policy and Planning Committee meeting.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

Further discussion ensued amongst the Trustees. Chair Leonard called for a vote on the amended motion.

It was moved:

That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholders for comment and be presented at a future Operations Policy and Planning Committee meeting no later than January 2017.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

4. That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that Policy 1322.1 - *Student Participation in Public Contests and Events*, be considered reviewed with no changes.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

5. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.2 - *Personal Information Received in Confidence*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

6. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1161 - *Financial Reports*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

7. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1324.1 - *Relations Between Public and Students - Business Firms*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

8. That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1332.7 - *Student Care*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

9. That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1410 - *Board and Municipalities Liaison Re: School Capacities*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

It was moved:

10. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1411 – *Inter School District Liaison*.

Motion Carried

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters
Abstained: Trustee Whiteaker

8. FACILITIES PLANNING

A. Water Safety Update

David Loveridge, Director, Facilities Services reminded the Trustees that at the June 2016 Board of Education meeting staff had committed to providing ongoing updates on the progress being made regarding the water testing for lead in schools.

Mr. Loveridge explained that an independent environmental consultant, Goode Environmental Services, performed testing at all 47 locations and identified issues at 39 sites. By September 6th, every school in the District had new filter systems in at least two of the highest use fountains, all staff rooms, and all cooking facilities. The remaining upgrades will be completed by early November.

Katie Hamilton, Manager, Community Engagement and Communications has set-up a “Frequently Asked Questions” section on the website regarding this matter.

Discussion ensued amongst the Trustees with questions of clarification asked of Mr. Loveridge.

B. 2016-2017 Five Year Capital Plan

David Loveridge, Director of Facilities Services advised that the Ministry of Education has requested an earlier submission of the 2016/2017 five year capital plan by September 30, 2016 and reviewed the criteria for submitting capital project requests. The Ministry has also added the “School Enhancement Program” which includes projects that contribute to the safety and function of the school, extend the life of the existing asset and have an estimated cost between \$100,000 and \$3,000,000.

The 2016/2017 five year capital plan submission for the school district includes seismic mitigation projects, building envelope remediation projects, school enhancement projects and boiler replacements under the carbon neutral capital program. The projects are all supported by current long range enrolment forecasts, Ministry supported seismic studies and facility condition audits and our internal review of our facilities.

For the future, the Ministry has advised that it requires Boards to have a “School District Facilities Plan” in place so that there is context for discussions with the Ministry regarding priority project requests. The District Facilities Plan initiative has commenced with a planned draft available in Spring 2017.

Discussion ensued amongst the Trustees with questions of clarification asked of Mr. Loveridge.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2016/2017 Five Year Capital Plan.

Motion Carried

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

Abstained: Trustee Whiteaker

C. School Enhancement Program

Secretary-Treasurer Walsh advised that the Ministry of Education recently announced an additional \$20 million in School Enhancement Program funding. The funding is being provided for projects that contribute to the safety and function of the school, extend the life of an existing asset, have an estimated cost between \$100,000 and \$3,000,000 and must be completed by March 31, 2017. The project proposals were due by September 15, 2016.

The four projects submitted focus on the new Burnside Education Centre facility and include safety enhancements, heating and ventilation system upgrades, roof repairs and window upgrades with a total estimated cost of \$2.6 million.

In the event that the Board does not ultimately support the recommendation to re-open the Burnside facility, the Ministry will be contacted and an alternative list of projects will be provided.

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

10. NEW BUSINESS

A. Trustee Orcherton – Stakeholder Representatives

Trustee Orcherton presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to voice without vote at regular public board meetings.

Discussion ensued amongst the Trustees. Trustee Nohr moved an amendment to the main motion.

It was moved:

To amend the main motion to delete the words “reaffirm that” after (Greater Victoria) and to add the words “amend Bylaw 9360 to include” and add the word “to” after table.

Trustee Watters stated a point of order in that the amendment changes the intent of the motion. Chair Leonard ruled the amendment "out-of-order".

Further discussion ensued amongst the Trustees.

Chair Leonard called for a vote on the main motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to voice without vote at regular public board meetings.

Motion Carried

For: Trustees Leonard, Nohr, Orcherton, Paynter

Against: Trustees McNally, Watters

Abstained: Trustee Whiteaker

B. Trustee Whiteaker – 2016-2017 Parent Education Fund

Trustee Whiteaker presented her motion and rationale. Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) continue to offer the Parent Education Fund for the 2016/2017 year as offered in the 2015/2016 school year. Further, the Board instruct the communication coordinator to fully inform PACs of this opportunity by September 30, 2016.

Motion Carried Unanimously

C. Trustee Whiteaker – Bylaw 9360 Amendment

Trustee Whiteaker presented her motion and rationale.

Discussion ensued amongst the Trustees with questions asked about the difference between Trustees Orcherton's motion above and this one. Chair Leonard suggested that further discussion could take place at the Board of Education meeting on Monday, September 26, 2016.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) amend bylaw 9360 "General Meeting of the Board" Section 11.B to add "Partner Group Reports".

Motion Carried Unanimously

D. Trustee McNally – Rescind Motion

Trustee McNally asked that her motion be moved to the October 11, 2016 Operations Policy and Planning Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion previously passed on January 23, 1989 addressing partner group participation at Board meetings.

11. NOTICE OF MOTION

Trustee Whiteaker provide notice of motion for the October 11, 2016 Operations Policy and Planning Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9130, *Standing Committees* to remove the words “with voting rights” from Item #4 and Item #5.

12. GENERAL ANNOUNCEMENTS - None

13. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 10:31 p.m.