



**Operations Policy and Planning Committee Meeting  
January 16, 2017 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Jordan Watters, Chair, Diane McNally, Rob Paynter

Trustee Leonard sent her regrets.

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Colin Roberts, Director, Human Resource Services, Katie Hamilton, Manager, Community Engagement and Communications, Julie Lutner, Senior Manager Budgets and Financial Analysis

The meeting was called to order at 7:03 p.m.

Chair Watters 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 by Trustee McNally:

That the January 16, 2017 regular agenda be approved.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Paynter:

That the December 5, 2016 Combined Education Policy and Directions Committee and the Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

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

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

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Langstraat introduced Eilidh Morrison, Student Representative from Reynolds Secondary School.

**6. PERSONNEL ITEMS**

**A. Teacher Qualifications**

Colin Roberts, Director, Human Resource Services explained that Human Resources has established guidelines for determining qualifications necessary to be eligible for specific teaching positions. The assessment is based on completed post-secondary coursework and work experience. Mr. Roberts reviewed the challenges associated with assessing teacher qualifications and potential future directions with the process. Trustees asked questions of clarification.

**7. FINANCE AND LEGAL AFFAIRS**

**A. 2016-2017 Funding Update**

Secretary-Walsh provided the Committee with an overview of the final 2016-2017 funding announcement received from the Ministry of Education in December 2016. Secretary-Treasurer Walsh advised that the final grant funding shows a net increase of \$3,169,681 as compared to the 2016-2017 preliminary grant primarily due to enrolment growth. The final grant funding will be reflected in the 2016-2017 Amended Annual Budget which will be presented at the February Board of Education meeting. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

**B. December 31, 2016 Quarterly Financial Report**

Secretary-Treasurer Walsh presented the quarterly financial report for the period ending December 31, 2016 which shows the Annual Operating Budget and the year-to-date actual revenue and expenditure as a percentage of the operating budget. The year-to-date results are comparable to the prior year and reflect the nature of school district operations. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

**C. 2017-2018 Partner Group Budget Input Summary**

Secretary-Treasurer Walsh explained that the Summary of Partner Group Budget Input for 2017-2018 reflects the responses received from the input request made to Parent Advisory Councils and Education Partner Groups in November 2016. Included with the summary of responses was a scatter gram identifying priority areas. The documents will be posted to the District Website under the Financial section.

## D. Policy Sub-Committee Report

Secretary-Walsh reviewed the report of the Policy Sub-Committee and presented specific policies and regulations reviewed and recommended for deletion.

It was moved Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 4135.4 – *Teacher Staff Grievance Procedure*.

**Motion Carried Unanimously**

It was moved Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 5126 – *Awards and Recognition*.

**Motion Carried Unanimously**

It was moved Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 5127 - *Recognition Ceremonies*.

**Motion Carried Unanimously**

Regulation 5133.1 - *Organizations - Safety Patrols "The Elmer Green Pennant Safety Campaign* and Regulation 5134.1 - *Police Sponsored Youth Activities in Schools* were presented as deletions.

## E. School Calendars 2017-2018 and 2018-2019

Greg Kitchen, Associate Superintendent advised that consultation has occurred with all of the employee groups, VCPAC as well as School Districts 62 and 63 with respect to the calendars for the 2017/2018 and 2018/2019 school years. It is being recommended that the calendars be posted on the district website for a period of one month to receive further input.

It was moved Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2017/2018 and 2018/2019 school year calendars on the School District's website for a period of one month:

### 2017/2018 School Year Calendar\*

School Opening –	September 5, 2017
First non-instructional day –	September 18, 2017
Thanksgiving –	October 9, 2017
Second non-instructional day –	October 20, 2017 (Province wide)
Remembrance Day –	November 13, 2017
Third non-instructional day –	November 24, 2017
Schools close for Winter vacation –	December 22, 2017
Schools re-open after Winter vacation –	January 8, 2018
Family Day –	February 12, 2018
Fourth non-instructional day –	February 23, 2018

Schools close for Spring vacation –	March 16, 2018
Good Friday –	March 30, 2018
Easter Monday –	April 2, 2018
Schools re-open after Spring vacation –	April 3, 2018
Fifth non-instructional day –	April 20, 2018
Sixth non-instructional day –	May 18, 2018
Victoria Day –	May 21, 2018
Administrative Day and School Closing –	June 29, 2018
*Seventh non-instructional day to be chosen by each school	

2018/2019 School Year Calendar\*

School Opening –	September 4, 2018
First non-instructional day –	September 17, 2018
Thanksgiving –	October 8, 2018
Second non-instructional day –	October 19, 2018 (Province wide)
Remembrance Day –	November 12, 2018
Third non-instructional day –	November 23, 2018
Schools close for Winter vacation –	December 21, 2018
Schools re-open after Winter vacation –	January 7, 2019
Family Day –	February 11, 2019
Fourth non-instructional day –	February 22, 2019
Schools close for Spring vacation –	March 15, 2019
Schools re-open after Spring vacation –	April 1, 2019
Good Friday –	April 19, 2019
Easter Monday –	April 22, 2019
Fifth non-instructional day –	May 17, 2019
Victoria Day –	May 20, 2019
Administrative Day and School Closing –	June 28, 2019
*Sixth non-instructional day to be chosen by each school	

**Motion Carried Unanimously**

**F. Update on Public Engagement and Communication Plan**

Katie Hamilton, Manager, Community Engagement and Communications provided an update on the progress achieved to develop a Public Engagement and Communications Plan for the Greater Victoria School District. The next steps involve meeting with partner groups, reviewing best practices and historical practices, reviewing input from all interviewees and developing recommendations and the draft plan.

**8. FACILITIES PLANNING**

**A. Facilities Plan Update**

Secretary-Walsh provided an update on the progress achieved to develop a long-term facilities plan. The next steps include creating a project page on the website to provide access to all Facilities related information; determining functional capacity of schools; meeting with municipal partners to receive information about community plans; and drafting the report

and plan for public engagement opportunities. It is anticipated that a draft report will be provided to the Board of Education by May 2017.

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

**10. NEW BUSINESS– None**

**11. NOTICE OF MOTION – None**

**12. GENERAL ANNOUCEMENTS - None**

**13. ADJOURNMENT**

It was moved Trustee Paynter:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:48 p.m.