



**Operations Policy and Planning Committee Meeting
November 14, 2017 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Committee Members Present: Jordan Watters, Chair, Diane McNally, Rob Paynter, Elaine Leonard

Other Trustees Present: Ann Whiteaker, Deborah Nohr

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Lisa McPhail, Communications Officer

The meeting was called to order at 7:00 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 Leonard:

That the November 14, 2017 regular agenda be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the September 18, 2017 Operations Policy and Planning Meeting regular minutes be approved.

Motion Carried Unanimously

3. BUSINESS ARISING FROM MINUTES – None

4. PRESENTATIONS TO THE COMMITTEE

A. Anomura Housing Society – Presentation Withdrawn

B. Emergency Preparedness

Greg Kitchen, Associate Superintendent introduced Marketa Lund, VCPAC Director, who reviewed the work being undertaken to ensure that the school district is able to respond to any emergency situation. Trustees thanked Greg and Marketa for their presentation.

5. SUPERINTENDENT'S REPORT

A. Introduction of Student Representative

Superintendent Langstraat welcomed and introduced Nicole Quast student representative from Oak Bay High School and highlighted some of the initiatives that the Student Representative Council has worked on.

B. Foundation Update

Superintendent Langstraat explained that the Greater Victoria Foundation for Learning has been inactive for a number of years and has the potential to provide substantial benefit to the District and recommended that the Board of Education support a more active role for the Greater Victoria Foundation for Learning in supporting enhanced programming and supports for students in the District. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) support in principle reinvigorating the Greater Victoria Foundation for Learning and direct the Superintendent to bring back a revised constitution and bylaws as applicable for consideration.

Motion Carried

For: Trustee Watters, Leonard and Paynter

Against: Trustee McNally

C. Equity Committee Update

Christopher Macintosh, Principal, Central Middle School and Chair of the Equity Ad Hoc Committee explained that the Ad Hoc Committee was established by the Board for the purpose of examining the practices of the District to determine the extent to which equitable opportunities are being provided for students, and to make recommendations for supporting equity in the district and presented the following recommendations from the Equity Ad Hoc Committee:

- That the Board support standardizing emergency response materials across the district, so that each school is afforded the same level of emergency preparedness.
- That the Board utilize the Foundation as a viable mechanism for improving equity across the district, especially as it relates to emergency preparedness.
- That the Board advocate that the government fully fund emergency response materials in schools.

Trustees asked questions of clarification.

D. Correspondence Protocol

Superintendent Langstraat explained that a protocol for responding to correspondence addressed to the Board of Education has been developed to foster a responsive and transparent process for receiving and responding to public correspondence and reviewed the correspondence matrix.

E. Public Engagement Plan

Katie Hamilton, Communications Contractor explained that one of the main deliverables of the Public Engagement Ad Hoc Committee was to oversee the development of the Public Engagement and Communications Plan and provided an overview of the Plan which includes five goals with associated strategies to be implemented over the next three years. Ms. Hamilton stated that the Plan was informed by a best practice and literature review, a review of current communications tools and historical practice in the District, and inputs from parents about how they like to receive information from the District. Trustees asked questions of clarification and thanked Ms. Hamilton for her presentation.

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. Tillicum Library Naming Request

Brent Kelly, Acting Principal, Tillicum Community School acknowledged the passing of Lori Burley, long time Principal and explained that the school community would like to name the school library in Lori's honour as a fitting tribute to her legacy. Trustees expressed support for the request.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve naming the library at Tillicum Community School "The Lori Burley Learning Commons".

Motion Carried Unanimously

B. Policy and Regulation 3170 Board Reserves

Secretary-Treasurer Walsh stated that the Ministry of Education is requiring school districts to develop a policy to guide the accumulation, reporting and spending of operating surplus reserve funds and reviewed the draft Policy and Regulation 3170 *Board Reserves*. Trustees asked questions of clarification.

It was moved by Trustee Paynter:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3170 Board Reserves and accept Regulation 3170 Board Reserves for information*" be referred to the December 4, 2017 Operations Policy and Planning Committee meeting.

Motion Defeated

For: Trustee Paynter

Against: Trustee Watters, Leonard and McNally

Further discussion ensued with Trustees directing staff to make a few minor changes to the regulation.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3170 *Board Reserves* and accept Regulation 3170 *Board Reserves* for information.

Motion Carried

For: Trustees Watters, Leonard and McNally

Against: Trustee Paynter

C. Audit Committee Terms of Reference

Secretary-Treasurer Walsh explained that the Ministry of Education is asking all school districts to establish an Audit Committee by June 30, 2018. The purpose of the Audit Committee is to assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk assessment and mitigation strategies, internal and external audit functions, including operational audits, and compliance matters. Secretary Walsh reviewed the proposed terms of reference for the Audit Committee. Trustees asked questions of clarification and directed staff to add the process for selecting a Chair of the Audit Committee to the terms of reference.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audit Committee Terms of Reference.

Motion Carried Unanimously

D. Policy Sub-Committee Report

The Operations Policy and Planning Committee supported the revisions under Section C.1 of Bylaw 9210 *The Development of Policy* to include “Definitions” (an explanation of the meaning of terms used in the policy), “Responsibilities” (an explanation of the responsibilities relating to the policy) and “References” (a listing of the sources of information used to develop the policy) and recommended the following motions to the November Board meeting for consideration.

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Bylaw 9210, *The Development of Policy* at the meeting of November 27, 2017.

That Bylaw 9210, *The Development of Policy* be:

Read a first time this 27th day of November, 2017;

Read a second time this 27th day of November, 2017:

Read a third time, passed and adopted this 27th day of November, 2017.

8. **FACILITIES PLANNING** – None

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

10. NEW BUSINESS

A. Trustee Questions – None

B. Needs Budget Committee

Trustee Leonard assumed the position of Chair so that Chair Watters could move a motion.

Chair Watters explained that in order to coordinate and expand the areas of advocacy to government, the Needs Budget Ad Hoc Committee should be replaced with an Advocacy Ad Hoc Committee.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) dissolve the Needs Budget Ad Hoc Committee.

Motion Carried Unanimously

C. Advocacy Ad Hoc Committee

Chair Watters reviewed her proposed terms of reference for the Advocacy Ad Hoc Committee and explained her rationale. Trustees asked questions of clarification and expressed support but stated that the draft terms of reference should be reviewed and revised by the Superintendent.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) establish an Advocacy Ad Hoc Committee to develop effective advocacy action plans in partnership with our stakeholders.

Motion Carried Unanimously

11. NOTICE OF MOTION – None

12. GENERAL ANNOUNCEMENTS – None

13. ADJOURNMENT

It was moved by Trustee Leonard:

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:22 p.m.