



**Operations Policy and Planning Committee Meeting
February 13, 2018 – GVSD Board Office, Boardroom**

REGULAR MINUTES

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

Other Trustees Present: Ann Whiteaker

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

The meeting was called to order at 7:02 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 February 13, 2018 regular agenda be approved.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

It was moved by Trustee Leonard:

That the January 15, 2018 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

Susan Abells and Kristina Leach presented a proposal on behalf of Anomura Housing Society to build modular housing on District land that does not impact on school operations. Trustees thanked the representatives of the Society for their presentation.

5. SUPERINTENDENT'S REPORT

A. Recognition of Student Representative

Superintendent Langstraat welcomed Natasha Thompson student representative from Mount Douglas Secondary School.

B. Equity Committee Update

Superintendent Langstraat explained that the Equity Ad Hoc Committee report is intended to provide the Board with an update and to provide an opportunity for discussion about the draft recommendations. The Committee has developed "Principles of Equity" to be used in developing an Equity Policy and Regulation. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with the Policy Sub-Committee to develop a Policy and Regulation on Equity for the Board's consideration.

Motion Carried Unanimously

C. Lunch Hour Supervision/Monitors

Deputy Superintendent Green provided an overview of the current staffing and procedures in regard to elementary lunch-time monitors and supervision. Deputy Superintendent Green indicated that an administrative procedure would be drafted to address the matter within schools. Trustees provided comments and asked questions.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to cost the provision of lunch-hour supervision as presented in the report of the Deputy Superintendent dated February 13, 2018 to be returned to the March 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

D. Amended School Calendar

Greg Kitchen, Associate Superintendent advised that the Ministry of Education has amended the School Calendar Regulation to include an additional non-instructional day for 2018/2019. While the Board has already approved the 2018/2019 calendar, this amendment requires the 2018/2019 school calendar to be revisited to make the necessary changes. It is being recommended that the amended calendar be posted on the district website for a period of one month to receive further input. The finalized calendar must be submitted to the Ministry by March 31, 2018. Associate Superintendent Kitchen pointed out to trustees that there was still one final date to solidify with consultation with our stakeholders prior to a poll vote being issued to trustees.

It was moved by Trustee Leonard:

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

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 18, 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
Fifth non-instructional day	April 12, 2019 or October 22, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Sixth non-instructional day	May 17, 2019
Victoria Day	May 20, 2019
Administrative Day and School Closing	June 28, 2019

*Seventh non-instructional day to be chosen by each school

Motion Carried Unanimously

6. PERSONNEL ITEMS – None

7. FINANCE AND LEGAL AFFAIRS

A. 2017-2018 Amended Annual Budget

Secretary-Treasurer Walsh provided an overview of the 2017-2018 amended annual budget and noted that the amended annual budget takes into account both the revenues and the expenses arising from the actual September 30, 2017 enrolment counts, all grant amounts confirmed subsequent to the approval of the annual budget and amounts carried forward from the previous fiscal year that will be spent in the current year. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

The Committee supported that the following motions be brought forward to the February 26, 2018 Board of Education meeting.

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2017/2018 Amended Annual Budget Bylaw at the meeting of February 26, 2018.

Motion to be Carried Unanimously

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2017/2018 in the amount of \$240,201,341 be:

Read a first time the 26th day of February, 2018;
Read a second time the 26th day of February, 2018;
Read a third time, passed and adopted the 26th day of February, 2018;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

B. Policy Sub-Committee Report

- i) Superintendent Langstraat stated that further to the board motions passed on December 18, 2017, Policy 1421 *Naming School Sites* and its associated regulation have been reviewed and revised. Furthermore, a new Policy and Regulation 1422 *Recognition of Significant Contributions to the District* have been created. Trustees asked questions of clarification.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve in principle the revised Policy 1421 - *Naming School Sites* and accept in principle the revised Regulation 1421 - *Naming School Sites* and send the draft policy and regulation to our stakeholders for comment to be returned to the May 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve in principle Policy 1422 - *Recognition of Significant Contributions to the District* and accept in principle Regulation 1422 - *Recognition of Significant Contributions to the District* and send the draft policy and regulation to our stakeholders for comment to be returned to the May 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

- ii) Superintendent Langstraat explained that the School Calendar Regulation sets out instructional requirements and the School Regulation sets out the duties of teachers. Given these reference documents within the School Act, a specific policy (dating from 1962) is not required.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 6112 - *School Day*.

Motion Carried Unanimously

- iii) Secretary-Treasurer Walsh explained that the Long Term Facilities Plan included the recommendation to update Policy 7110.1 *Leasing of Closed Schools* to prohibit the long-term lease of District property for less than market value. Policy 7110.1 has been revised to incorporate the principle of appropriate capital maintenance funds in any rental agreement.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 7110.1 - *Leasing of Closed Schools*.

Motion Carried Unanimously

8. FACILITIES PLANNING

A. Facilities Update

David Loveridge, Director, Facilities Services provided an overview and demonstration of the new Facilities Service Request System (AMERESCO). Trustees provided comments and thanked Mr. Loveridge for his presentation.

B. Archives Update

Secretary-Treasurer Walsh reviewed the plan to create a permanent space for the District Archives in the original school house at Bank Street. Trustees asked questions of clarification.

C. Anomura Housing Society Feasibility Study

Secretary-Treasurer Walsh reviewed Anomura Housing Society's proposal to create modular housing on land that does not impact on school operations. The arrangement would involve the District providing ground leases of 5 years less a day with a return for the District. Anomura Housing Society would engage with the appropriate Municipality and would be required to obtain all appropriate permissions from the Municipality including fulfilling all consultation requirements. Trustees asked questions of clarification.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to bring potential sites associated with the Report of February 14, 2018 relating to Anomura Housing to the next appropriate Board meeting.

Motion Carried

For: Trustees McNally, Paynter, Watters

Against: Trustee Leonard

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS – None

10. NEW BUSINESS

A. Motion to Rescind - Lunch Hour Supervision/Monitors

Trustee Watters presented her rationale.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) rescind the following motion, which was passed by the SD61 Board on May 23, 2017 but never acted upon: That the Board of Education of School District No. 61 (Greater Victoria) request the Chair to write a letter to the Minister of Education, copying other Party leaders, requesting that the Ministry of Education fund CUPE Education Assistants to supervise SD61 K-5 students during student lunch times in classrooms that rely on students to do this supervision.

Motion Carried Unanimously

B. BCSTA 2018 AGM Motion - Conflict of Interest Policy

Trustee Watters presented her rationale indicating that the Superintendent had brought this issue to the Board's attention.

It was moved by Trustee Watters:

That the Board of Education of School District No. 61 (Greater Victoria) submit the following motion at the BCSTA 2018 AGM:

THAT the BCSTA investigate the provision of corporate sponsored opportunities for senior staff in B.C. and provide a report to the 2018-19 BCSTA AGM regarding the extent of offerings and develop a model policy for addressing the issue.

Motion Carried Unanimously

C. Write a Letter to Amend the BC Transit Act

Trustee Paynter presented his rationale.

It was moved by Trustee Paynter:

That the Board of Education of School District No. 61 (Greater Victoria) write to the Premier and Minister of Education requesting that the BC Transit Act be amended to include the appointment of a trustee of one of the School Districts falling within the Capital Regional District as a member of the regional transit commission for the greater Victoria metropolitan area.

Motion Carried Unanimously

D. Trustee Questions

Trustees asked questions of clarification of the Superintendent.

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 10:10 p.m.