



The Board of Education of School District No. 61 (Greater Victoria)
September 24, 2018 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

MINUTES

Present: Trustees, Tom Ferris, Vice-Chair, Elaine Leonard, Diane McNally, Deborah Nohr, Peg Orcheron, Rob Paynter, Jordan Watters, Ann Whiteaker, Edith Loring-Kuhanga (via conference phone)

Administration:

Shelley Green, Superintendent of Schools, Deb Whitten, Deputy Superintendent, Mark Walsh, Secretary-Treasurer, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Julie Lutner, Director of Finance, Budgets and Financial Reporting, Chuck Morris, Director, Facilities Services, Ted Pennell, Director, Information Technology, Ross Walker, Manager, Capital Planning and Implementation, Facilities Services, Lisa McPhail, Communications Officer and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:39 p.m.

Vice-Chair Ferris recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved by Trustee Leonard and seconded:

That the September 24, 2018 Agenda be approved with the following additions:

C2. Trustees' Reports

- a) Trustee McNally

H1. New Business

- a) Trustee McNally – BC Ed Access Parent Questionnaire

Motion Carried

A2. Approval of the Minutes

- a) It was moved by Trustee Nohr and seconded:

That the June 25, 2018 Regular Board Minutes be approved.

Motion Carried

A3. Business arising from the Minutes - None

A4. Student Achievement – None

A5. District Presentations

- a) Chair Loring-Kuhanga recognized and honored former Superintendent, Piet Langstraat, and thanked him for his leadership over the past three years. Vice-Chair Ferris presented Mr. Langstraat with a token of appreciation on behalf of the Board. Mr. Langstraat accepted the gift and thanked the Board.

- b) Vice-Chair Ferris introduced, Lenora Lee, Lead Audit Engagement Partner from the audit firm of KPMG, and thanked Ms. Lee for attending the Board meeting and presenting the District's audited financial statements for 2017-2018.

Ms. Lee directed Trustees to the information contained in the agenda and highlighted specific areas of the audit report.

- c) Ross Walker, Manager of Capital Planning and Implementation at Facilities Services, provided Trustees with an overview of the projects and upgrades that occurred over the summer months at various school sites in the District.

Vice-Chair Ferris thanked Mr. Walker for attending the board meeting and asked that he pass along the Board's thank you to all facilities staff for their hard work this summer.

A6. Community Presentations

- a) Matt Christie attended the Board meeting on behalf of the GVTA to speak to the Board about inclusive learning within the District.
- b) Debra Swain, attended the Board meeting on behalf of the GVTA to speak to the Board about inclusive learning in the District.
- c) Brenda Pohl attended the Board meeting on behalf of the GVTA to speak to the Board about inclusive learning support within the District.

B. CORRESPONDENCE

B1. Letter from Minister of Transportation

A letter from the Minister of Transportation was provided for information purposes.

B2. Letter from Minister of Education

A letter from the Minister of Education was provided for information purposes.

C. TRUSTEE REPORTS

C1. Chair's Report

Chair Loring-Kuhanga welcomed back students, staff and Trustees for the 2018-2019 school year and highlighted her various activities over the summer and September including a board planning session and board self-evaluation. Chair Loring-Kuhanga wished good luck to those Trustees running in the upcoming election.

C2. Trustees' Reports

- a) Trustee McNally provided a verbal report of her activities over the summer and September.

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) The September 10, 2018 meeting minutes were received for information.

- b) Vice-Chair Ferris referred to the minutes from the Education Policy and Directions Committee meeting and presented the following recommended motions.

:

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve i) and iv) of the recommended motions from the September 10, 2018 Education Policy and Directions Committee meeting.

Motion Carried Unanimously

It was moved and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to strike a committee to develop a process to review the Strategic Plan in the fifth year of implementation (2019-2020).

Motion Carried Unanimously

Vice-Chair Ferris referred to the Education Policy and Directions meeting minutes and presented the following recommended motion.

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a monthly report to trustees on students with special needs that specifies the number of incidents, as per each point: 1. Being asked to stay home; 2. Being sent home; 3. Being dropped off late and/or picked up early by bussing services; 4. Being excluded from field trips; 5. Being sent out of the regular classroom to the Resource Room, or Sensory /Isolation Room, or other space, if no breakout room is available.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Whiteaker and seconded:

- ii) That the motion "*That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a monthly report to trustees on students with special needs that specifies the number of incidents, as per each point: 1. Being asked to stay home; 2. Being sent home; 3. Being dropped off late and/or picked up early by bussing services; 4. Being excluded from field trips; 5. Being sent out of the regular classroom to the Resource Room, or Sensory /Isolation Room, or other space, if no breakout room is available*" be amended to add the following "*in unusual circumstances outside of the student IEP and daily plan*" after the word "*specifies.*"

Motion Carried Unanimously

Vice-Chair Ferris called for the vote on the main motion as amended.

- ii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide a monthly report to trustees on students with special needs that specifies in unusual circumstances, outside of the student IEP and daily plan, the number of incidents, as per each point: 1. Being asked to stay home; 2. Being sent home; 3. Being dropped off late and/or picked up early by bussing services; 4. Being excluded from field trips; 5. Being sent out of the regular classroom to the Resource Room, or Sensory /Isolation Room, or other space, if no breakout room is available.

Motion Carried Unanimously

Vice-Chair Ferris referred to the Education Policy and Directions meeting minutes and presented the following recommended motion.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to ensure all absences be recorded appropriately for all students with special needs, including absences due to being asked to stay home, excluded from class field trips, or sent home due to lack of appropriate care.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Watters and seconded:

- iii) That the motion "*That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to ensure all absences be recorded appropriately for all students with special needs, including absences due to being asked to stay home, excluded from class field trips, or sent home due to lack of appropriate care*" be amended to add "*withdrawals and*" after the words "*ensure all.*"

Motion Carried

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

Against: Trustees Ferris and Loring-Kuhanga

Vice-Chair Ferris called for the vote on the main motion as amended.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to ensure all withdrawals and absences be recorded appropriately for all students with special needs, including absences due to being asked to stay home, excluded from class field trips, or sent home due to lack of appropriate care.

Motion Carried

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

Against: Trustees Ferris and Loring-Kuhanga

It was moved and seconded:

- iv) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to survey schools each November regarding space pressures and use of resource, sensory and breakout rooms.

Motion Carried Unanimously

D2. Operations Policy and Planning Committee

- a) The September 17, 2018 meeting minutes were received for information.
- b) Vice-Chair Ferris referred to the Operations Policy and Planning Committee meeting and presented the following recommended motions.

It was moved by Trustee Whiteaker and seconded:

- That the Board of Education of School District No. 61 (Greater Victoria) approve iii) and iv) of the recommended motions from the September 17, 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

Vice-Chair Ferris referred to the Operations Policy and Planning Committee meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) adopt electronic meeting software effective November 2018 and direct the Superintendent to create an appropriate transition strategy for implementation.

Motion Carried

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

Vice-Chair Ferris referred to the Operations Policy and Planning Committee meeting minutes and presented the following recommended motion.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion.

It was moved by Trustee Leonard and seconded:

- ii) That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee*" be amended to include "*including the amendment to the report to add the word 'elite' to #1 of the advocacy action plans*".

Motion Carried Unanimously

Vice-Chair Ferris called for the vote on the main motion as amended.

- ii) That the Board of Education of School District No. 61 (Greater Victoria) accept the report of the Advocacy Ad Hoc Committee as amended.

Motion Carried

For: Trustees Orcherton, Paynter, Nohr, Ferris, McNally, Watters, Whiteaker and Loring-Kuhanga
Against: Trustee Leonard

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to request access to \$80,154.59 of Ministry of Education Restricted Capital funding for the purpose of completing the water quality upgrade.

Motion Carried Unanimously

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide a report on the privacy and security of Google Apps for Education (GAPE) at the October 9, 2018 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

- a) Superintendent Green presented her monthly report and highlighted a few areas of the report.

It was moved by Trustee Loring-Kuhanga and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.

Motion Carried Unanimously

- b) Trustee Questions

Superintendent Green responded to trustee questions regarding challenge programs, e-cigarettes in schools and Ad Hoc Committees.

E2. Secretary-Treasurer's Report

- a) Secretary-Treasurer Walsh presented his month report.

It was moved by Trustee Leonard and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report as presented.

Motion Carried Unanimously

- b) Boundary Review Update

Secretary-Treasurer Walsh provided Trustees with an update with respect to boundary review and catchment areas. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh and Superintendent Green.

- c) 2016/2017 Audited Financial Statements

It was moved by Trustee Orcherton and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the internally restricted surplus appropriation of \$16,859,357 as shown on Schedule 2 of the 2017-2018 Audited Financial Statements, being held for school level funds \$4,246,216 (Note A), unspent project budgets \$5,307,670 (Note B), purchase order commitments \$1,018,775 (Note C), and the previously approved budgeted surplus of \$3,900,000 (Note D).

Motion Carried Unanimously

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the June 30, 2018 unrestricted operating surplus of \$2,386,696 (Note E) to be carried forward and \$46,980 applied towards the projected deficit of \$3,946,980 in 2018-2019 (\$3,900,000 carry forward approved; \$1,395,113 in April 2017, \$2,304,887 in September 2017, and \$200,000 in April 2018) and \$2,339,716 applied toward the projected deficit of \$5,500,000 in 2019-2020.

Motion Carried Unanimously

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$374,374 to Local Capital in 2017-2018 for the Student Device Replacement Reserve.

Motion Carried Unanimously

It was moved by Trustee Orcherton and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$200,000 to Local Capital in 2017-2018 for the Technology Replacement Reserve.

Motion Carried Unanimously

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audited Financial Statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2018; and that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

Motion Carried Unanimously

d) Statement of Financial Information

It was moved by Trustee Loring-Kuhanga and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the schedules as required by the Financial Information Act for the period July 1, 2017 to June 30, 2018.

Motion Carried Unanimously

F. QUESTION PERIOD

Secretary-Treasurer Walsh responded to a question regarding catchment review.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

a) Trustee McNally – BC Ed Access Parent Questionnaire

Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to distribute the BC Ed Access parent questionnaire for Trustees in a manner that does not create more than 2 hours work for any individual staff person and that the answers to the questions be provided to all Trustees at the October 22nd 2018 Board of Education meeting.

Discussion ensued amongst the Trustees with a recommendation being made to postpone the motion to the Trustee orientation session in November 2018.

It was moved by Trustee Leonard and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to distribute the BC Ed Access parent questionnaire for Trustees in a manner that does not create more than 2 hours work for any individual staff person and that the answers to the questions be provided to all Trustees at the October 22nd 2018 Board of Education meeting*" be postponed to the Trustee orientation session in November 2018.

The motion to postpone was ruled out of order by Vice-Chair Ferris as the Trustee Orientation meeting will not be a business meeting. The motion was withdrawn.

Vice-Chair Ferris called for the vote on the main motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to distribute the BC Ed Access parent questionnaire for Trustees in a manner that does not create more than 2 hours work for any individual staff person and that the answers to the questions be provided to all Trustees at the October 22nd 2018 Board of Education meeting.

Motion Defeated

For: Trustees McNally, Paynter and Watters

Against: Trustees Ferris, Whiteaker, Orcherton, Leonard, Nohr, Loring-Kuhanga

H2. Notice of Motions - None

I. ADJOURNMENT

It was moved by Trustee Orcherton and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 10:05 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer